Town of Wayland

# WARRANT

With Finance Committee Report

## 1992 Annual Town Meeting

Thursday April 30, 1992 7:45 P.M.

Wayland Middle School Gymnasium

## Special Town Meeting

Monday May 4, 1992 8:30 P.M.

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## ANNUAL TOWN ELECTION

Tuesday April 28, 1992

| | |
|---|---|
| Precincts 1 and 4 | Town Building Gymnasium |
| Precincts 2 and 3 | Middle School |

VOTING HOURS: 7:00 A.M. – 8:00 P.M.

## ADJOURNED MEETINGS

It is anticipated that, if adjourned meetings are necessary to complete action on these Warrants, they will be held on the following dates, subject to Town Meeting approval:

May 4 - Monday

May 6 - Wednesday

May 7 - Thursday

and thereafter, as may be necessary, on Mondays, Wednesdays, and Thursdays as Town Meeting directs.

If you have any questions about the Articles, please attend the **Warrant Hearing Thursday, April 23, 1992,** at the Town Building. You may also call the Executive Secretary's office at 358-7701, Extension 166 before Town Meeting time. **Hearing time - 8:00 P.M.**

## NOTICE REGARDING MOTIONS

This warrant for Wayland Town Meeting is issued by the Board of Selectmen and is served upon all residents by mail and by posting at the Town Building, the Wayland Public Library, the Cochituate Fire Station, and the Happy Hollow School. It contains the agenda of subjects to be acted upon, i.e., the articles.

By State law, no action at the town meeting is valid unless the subject matter is contained in the warrant. This requirement means only that the subjects to be acted upon must be sufficiently stated in the warrant to apprise voters of the nature of the matters with which the meeting is authorized to deal. It does not require that the warrant contain an accurate forecast of the precise action which the meeting will take upon those subjects. A valid motion at town meeting may differ from the underlying article, but it must be within the scope of that article.

If you are in doubt about the action town meeting might take under an article, you should plan to attend the town meeting in person.

## ANNUAL AND SPECIAL TOWN MEETING

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## VOLUNTEER TO SERVE YOUR TOWN

A variety of boards, committees and commissions exists to conduct the Town's business. Throughout the year new committees may be established and vacancies on existing boards occur. Any Wayland resident is eligible to be a member of these committees. If you are interested in serving on a committee in Wayland, please complete the form below and return it to: Board of Selectmen, Town Building, 41 Cochituate Road, Wayland, MA 01778.

NAME:_____ TEL NO._____

ADDRESS:_____

OCCUPATION:_____

AREA OF EXPERTISE/INTEREST/KNOWLEDGE:_____

EXPERIENCE IN GOV'T: (If any, not required)_____

**INDICATE INTERESTS BELOW:**

APPOINTED BOARDS - Membership on the following boards is by appointment of the Board of Selectmen or other officials. Most terms expire June 30, with new appointments or reappointments made around that time. Vacancies can, however, occur at any time.

_____Board of Registrars
_____Cable Television Committee
_____Conservation Commission
_____Council on Aging
_____Data Processing Committee
_____Finance Committee
_____Historical Commission
_____Historical District Commission
_____Housing Partnership
_____Housing Task Force
_____Arts Council
_____Operational Review Committee (Treatment Plant)
_____Personnel Board
_____Public Ceremonies Committee
_____Road Construction Committee
_____Route 20 Study Committee
_____School Building Advis. Comm.
_____Surface Water Quality Comm.
_____Youth Advisory Committee
_____Zoning Board of Appeals

ELECTED BOARDS - Membership on the following boards is determined by town-wide election. Occasionally, a mid-term vacancy occurs which is filled by appointment.

_____Board of Assessors
_____Board of Health
_____Housing Authority
_____Park & Recreation Commission
_____Planning Board
_____Board of Road Commissioners
_____Trustees of Public Library
_____Water Commission

GENERAL INTEREST - If you have a general interest in serving the community other than through the boards already presented, list your special skills or interests below.

Surveys will be kept on file for one year. Respondents will be contacted if vacancies occur within that time.

## Report of the Finance Committee

### Overview

Putting together a budget for the Town of Wayland brings to mind the adage that, "the more things change, the more they stay the same." During the budget preparation for the 1993 Fiscal Year, we experienced some new and different problems: cutbacks in state aid from the governor; reduced town revenues caused by the impact of the recession (evident in everything from automobile excise taxes to reduced receipts for the Park & Recreation Department programs); and very low growth in new housing construction. The deep and pervasive impact of the economic downturn in Massachusetts has created severe pressure on many homeowners in Wayland, where, we recognize, the tax burden is already significant. Ironically, one impact of the lingering recession -- a very low rate of inflation -- and lower rates of interest have been modest positive factors.

These are new and mostly unwelcome developments, but many of the financial pressures which have dogged town government for years continue and make the preparation of a sound and responsible budget extremely difficult.

The budget for Fiscal Year 1993 (commencing July 1, 1992) will be the tenth which will have been prepared under the limitations of Proposition 2 1/2. Proposition 2 1/2 was passed upon the premise that aid from the Commonwealth would offset the impact of the arbitrary ceiling on spending which was imposed by the law. This has not been the case. Governor Weld's administration has continued the tradition of his predecessors in further reducing state aid to towns such as Wayland. The passage of Question 5 at the ballot box sent a clear message to the legislature that the public recognizes the importance of adequate local aid from the state. However, the vote of the people has been ignored by government and, unfortunately, the Massachusetts Municipal Association and the efforts of the various cities and towns have been unable to have had much political impact.

In putting together the budget for 1993, one of the basic assumptions the Finance Committee has made is that state aid for the town will not be further reduced in Fiscal Year 1993. While that was not true last year, the Finance Committee believes that a number of factors make this a reasonable assumption for 1993.

### Fiscal Year 1992

Fiscal Year 1992 has been exceptionally difficult. Early in the year the Finance Committee and the Selectmen realized that the financial constraints were becoming unusually severe and that the preparation of the 1993 budget must commence much earlier than usual. There were two principle reasons -- further cutbacks in state aid and the lingering recession.

As part of the Commonwealth's 1992 Deficit Reduction Program, Governor Weld further reduced the aid to cities and towns and thus lowered beyond our expectations the amount of financial aid the Town of Wayland would receive in Fiscal Year 1992. The hue and cry that was raised caused a modification of this stance somewhat, but the solution proposed and eventually implemented by the administration amounted to an accounting gimmick: "Teacher Summer Salary Deferral." In essence, the administration permitted cities and towns, if they chose, to postpone for one year the accrual for salaries paid teachers in July and August. However, the Commonwealth required that the deferral, in fact, be reaccrued over the next decade. In practical terms, Wayland was faced with the unpleasant alternatives of returning to the citizens of the town with a request for a very substantial override or accepting the deferral; reducing spending to the greatest extent possible and working our way out of this financial bind over the next several years. The Finance Committee recommended to the Board of Selectmen the latter course of action, which was adopted.

The Teacher Summer Salary Deferral, while it permitted the town to balance the 1992 budget without an override request meant that the budget process for Fiscal Years 1993 and 1994 posed tremendous challenges. The Finance Committee and the Selectmen agreed that it was not prudent to depend on promises from the Commonwealth and that the salary deferral account should be replenished as quickly as possible.

In the fall of 1991, therefore, the Finance Committee and the Selectmen met and jointly requested all town boards to reduce spending for Fiscal Year 1992. Each of the town boards responded positively to that request and because of that action, spending for Fiscal Year 1992 should be approximately $211,135 less than authorized by last year's Town Meeting. This action not only freed up additional resources to begin to meet the Teacher Summer Salary Accrual requirements, but established a new and lower guideline for 1993 budget preparation. At the same time, the Finance Committee determined that salaries of all management employees would be frozen for Fiscal Year 1993. The Committee also met with all town board and school committee members responsible for union negotiations to impress upon them the need to keep wage and salary costs for 1993 at 1992 levels.

It is important to note that the debt exclusion override requested by the Finance Committee last year to purchase approximately $1 million in capital equipment for the town and the school was rejected by the town. Because of this action, and the fact that we have not allocated any significant funds for capital assets over the last several years, the expense of maintaining aging equipment has increased significantly. Replacement of vital capital assets is an essential part of sound financial planning and cannot be postponed indefinitely. A moderate pace of expenditures on an annual basis will forestall crises and major override requests such as those as we have seen necessary to rebuild the infrastructure of our school system and our roads. As will be discussed later, the Finance Committee is recommending that the town approve a moderate capital budget for a number of important town departments.

On a positive note, except for Hurricane Bob which put a significant dent in overtime budgets, the winter has been mild. Federal disaster relief funds which were authorized after the hurricane alleviated to some extent the expenditures the town was forced to incur.

Wayland also has been able to maintain its AA-1 credit rating with the financial community and during the year lower rates of interest have significantly lowered our anticipated costs of borrowing. On the other hand, interest income has also been significantly reduced.

During Fiscal Year 1992 the town commenced to borrow funds to implement the major repairs to the school buildings and the reopening of Loker School which were authorized by town meeting several years ago. The reconstruction is well underway, but the interest cost, as will be discussed later, has a major impact on the 1993 budget.

## The 1993 Budget Process

The budget process began last summer and by early fall some general guidelines had been developed by the Finance Committee, reviewed with the Selectmen and were being implemented. These principal guidelines were as follows:

1. The 1992 Summer Salary Deferral account should be reconstituted as quickly as possible.

2. Town and school spending during Fiscal Year 1992 should be reduced below levels authorized by Town Meeting. These new levels were the new comparison point for 1993 budget projections.

3. Salaries of management employees (G level) would be frozen in 1993 and others (SG and S levels) would include only step increases, no general increase.

4. All town and school union contracts expire in 1992 and all negotiators were advised of the town's financial status and requested to do everything possible to keep 1993 labor costs at 1992 levels.

5. All town departments should continue to explore ways to increase revenues and share resources -- both personal and physical.

A major objective this year has been to recommend a budget to the town without an override request. Because of lower aid from the Commonwealth and higher costs for interest and health insurance, real spending levels for 1993 must decline from 1992 levels.

Another objective for 1993 was to maintain the "free cash" account at a level which would provide the town with some financial cushion and to help maintain our credit rating. Unfortunately, the pressure of meeting the prior objective means that for 1993 the "free cash" account will be essentially eliminated to balance the operating budget.

Starting in December, the Finance Committee reviewed each departmental budget in detail. We met during the week, but conducted two all-day Saturday sessions to which the public was invited. In addition, since there is currently no Capital Planning Committee, the Finance Committee reviewed with each department its 5-year capital plan and specific needs in 1993.

Every town department and the schools responded positively to our guideline requests and the final budgets were agreed upon with a minimum of arm-twisting. As can be seen in Table 5 attached, almost all departments show real decreases for 1993. Were it not for the increased debt and interest payable because of the school reconstruction project, there would be a net decrease in town and school spending for 1993. This is remarkable in view of the fact a school is scheduled to reopen in the fall of this year because of steadily increasing enrollments.

A proposed budget was adopted by the Finance Committee and reviewed with the Selectmen. It was finally presented at a public hearing on February 27.

The proposed Fiscal 1993 budget, compared with that for 1992, is set out as Table 2 and Table 3 shows the sources of funds with which the budget is funded. The budget is out of balance by approximately $380,000 which will be funded from the "free cash" account leaving the town with essentially no reserves. The allocations among departments remain essentially constant as illustrated in Table 4.

While the budget presented this year meets some objectives in that it is (with the exception of interest payments) lower than the 1992 budget and is balanced without an override request, it falls far short in others. All the town's resources are dedicated to the operating budget leaving no cushion for an emergency, a condition the Finance Committee finds most unwise. In addition, two principal assumptions behind the budget are that State aid will not decrease and that the cost of all the union negotiations now underway will yield no net increase. The Finance Committee has moved aggressively to freeze salaries, but the collective bargaining process will ultimately determine the cost of union settlements.

## Capital Expenditures and Debt

The proposed budget request includes a capital budget of approximately $1.2 million covering critical equipment for a number of town departments. For the last several years these expenditures have been postponed and this state cannot continue. Continued high repair costs are simply a waste of resources.

Each department will present its own rationale for equipment needs, but from the financial perspective this is an appropriate time to borrow to fund these purchases. Interest rates are at the lowest level in years (below 5%). In addition, other debt will be maturing soon so the interest cost of these purchases would not increase the tax rate. We urge all town members to support this request.

The Finance Committee with the help of the Selectmen, the School Committee and other town departments has worked hard to keep the 1993 proposed budget as low as possible. In doing this there will be some degradation of services as there will be fewer people on the payroll. In addition, all expenses and non-essential costs have been reduced drastically. This will have an impact on some programs at the schools and for many citizens. It will be difficult to keep costs under control in the future unless there is some major departmental consolidation, a regionalization of some services or a combination of both. These changes take time, but the Finance Committee is committed to the exploration of all such possibilities. Several projects are now underway.

The Finance Committee heartily thanks all the members of town government and the school department, both volunteers and employees, who worked so diligently to help put this budget together.

Respectfully submitted,

Donald M. Tucker, Chairman

Alfred H. Bellows
Sema M. Faigen
Donald S. Keller
Walter F. Pope
Robert A. Salsberg
Jane S. Stabile

## TABLE NO. 1

| WAYLAND INCOME AND EXPENSE STATEMENT | FISCAL 1989 | FISCAL 1990 | FISCAL 1991 | FISCAL 1992 | FISCAL 1993 |
|---|---|---|---|---|---|
| BUDGET | $19,913,006 | $20,227,536 | $22,456,380 | $22,939,371 | $23,613,638 |
| ARTICLES AND WATER BUDGET | $591,823 | $1,435,404 | $1,254,162 | $1,344,393 | $1,228,671 |
| TOTAL TOWN EXPENSE | $20,504,829 | $21,662,940 | $23,710,542 | $24,283,764 | $24,842,309 |
| NET CHERRY SHEET | ($1,650,582) | ($981,332) | ($1,413,738) | ($445,612) | ($556,737) |
| OVERLAY EXPENSE | $242,286 | $322,321 | $200,000 | $200,000 | $200,000 |
| FEDERAL REVENUE SHARING | ($10,000) | $0 | $0 | $0 | $0 |
| LOCAL RECEIPTS | ($2,140,488) | ($2,541,875) | ($2,461,337) | ($2,077,105) | ($2,400,000) |
| SUMMER SALARY ADJUSTMENT | | | | ($675,661) | 0 |
| OTHER SOURCES FREE CASH, BORROWINGS, ETC. | ($1,677,675) | ($2,088,474) | ($1,462,660) | ($2,023,493) | ($1,747,671) |
| TO BE RAISED BY TAXATION | $15,268,370 | $16,373,580 | $18,572,807 | $19,261,893 | $20,337,901 |
| ASSESSED VALUATION | $1,295,044,137 | $1,310,935,157 | $1,320,389,782 | $1,322,024,252 | $1,332,319,379 |
| TAX RATE | $11.79 | $12.49 | $14.07 | $14.57 | $15.27 |

## TABLE NO. 2

HISTORICAL BUDGET SUMMARY

| FISCAL YEAR | SCHOOL | TOWN | TOTAL | INCREASE | % | FIXED COSTS* | OPERATING BUDGET |
|---|---|---|---|---|---|---|---|
| FY 1993 | $12,350,106 | $11,263,532 | $23,613,638 | $675,497 | 2.94% | 2.89% | 0.05% |
| FY 1992 | $12,341,350 | $10,596,791 | $22,938,141 | $961,381 | 4.37% | 1.09% | 3.28% |
| FY 1991 | $11,573,127 | $10,403,633 | $21,976,760 | $1,917,840 | 9.56% | 4.43% | 5.13% |
| FY 1990 | $10,873,457 | $9,185,463 | $20,058,920 | $379,214 | 1.93% | 0.76% | 1.17% |
| FY 1989 | $10,783,397 | $8,896,309 | $19,679,706 | $1,284,633 | 6.98% | 3.01% | 3.97% |

*INCLUDES: FUNDED DEBT, INTERST, HEALTH INS., BUILDING INS. (PROPERTY/LIABILITY)

## TABLE NO. 3

| TOWN REVENUES | FY 1988 | FY 1989 | FY 1990 | FY 1991 | FY 1992 | FY 1993 |
|---|---|---|---|---|---|---|
| AUTO EXCISE | $883,000 | $839,541 | $1,000,000 | $895,000 | $815,000 | $900,000 |
| FEES, FINES INTEREST | $1,142,800 | $1,300,947 | $1,541,875 | $1,566,337 | $1,562,000 | $1,500,000 |
| REVENUE SHARING | $0 | $0 | $0 | $0 | | |
| NET REC FROM STATE | $2,203,730 | $2,278,901 | $1,771,326 | $1,599,108 | $1,232,860 | $1,084,863 |
| TOTAL | $4,229,530 | $4,419,389 | $4,313,201 | $4,060,445 | $3,609,860 | $3,484,863 |
| RAISED FROM TAXES | $13,601,671 | $15,268,570 | $16,373,580 | $18,572,897 | $19,261,893 | $20,337,859 |

TAX RATE WILL INCREASE 4.8% IN FY 1993

## TABLE NO. 4

PER CENT OF BUDGET BY DEPARTMENT

| DEPARTMENT | % 1989 | % 1990 | % 1991 | % 1992 | %1993 |
|---|---|---|---|---|---|
| GENERAL GOVERNMENT | 6.7% | 6.8% | 6.0% | 5.8% | 5.6% |
| PROTECTION | 11.8% | 11.6% | 11.3% | 10.9% | 11.0% |
| HEALTH | 1.3% | 1.5% | 1.3% | 1.3% | 1.3% |
| HIGHWAY | 4.3% | 4.3% | 3.8% | 3.7% | 3.6% |
| LANDFILL | 1.1% | 1.3% | 1.4% | 1.3% | 1.3% |
| VETERAN'S BENEFITS | 0.1% | 0.1% | 0.1% | 0.1% | 0.1% |
| SCHOOLS | 53.3% | 51.8% | 50.8% | 51.4% | 51.4% |
| REG VOC. SCHOOL | 0.9% | 1.0% | 0.8% | 1.3% | 0.9% |
| DIRECTOR YOUTH SERVICES | 0.3% | 0.4% | 0.3% | 0.3% | 0.3% |
| LIBRARIES | 1.8% | 1.8% | 1.7% | 1.7% | 1.7% |
| PARK AND RECREATION | 1.9% | 1.8% | 1.4% | 1.3% | 1.4% |
| FEE SUPPORTED PROGRAMS | 1.0% | 1.5% | 1.7% | 1.3% | 1.2% |
| UNCLASSIFIED | 6.2% | 7.2% | 7.6% | 8.4% | 8.1% |
| DEBT AND INTEREST | 8.2% | 7.4% | 9.7% | 9.3% | 12.2% |
| SEPTAGE FACILITY | 1.1% | 1.5% | 2.1% | 2.1% | |

TABLE NO. 5

| DEPARTMENTAL INCREASES | BUDGET FY 93 | BUDGET FY 92 | BUDGET INCREAS | % INCREASE |
|---|---|---|---|---|
| GENERAL GOVERNMENT | $1,325,766 | $1,348,240 | ($22,474) | −1.7% |
| PROTECTION | $2,592,164 | $2,548,475 | $43,689 | 1.7% |
| HEALTH | $305,155 | $313,556 | ($8,401) | −2.7% |
| HIGHWAY | $844,956 | $867,252 | ($22,296) | −2.6% |
| LANDFILL | $302,927 | $305,972 | ($3,045) | −1.0% |
| VETERANS' BENEFITS | $7,050 | $7,850 | ($800) | −10.2% |
| SCHOOLS | $12,141,721 | $12,043,350 | $98,371 | 0.8% |
| REG VOCATIONAL SCHOOLS | $208,385 | $298,000 | ($89,615) | −30.1% |
| DIR. YOUTH SERVICES | $75,018 | $72,832 | $2,186 | 3.0% |
| LIBRARIES | $397,139 | $387,832 | $9,307 | 2.4% |
| PARK AND RECREATION | $326,523 | $314,187 | $12,336 | 3.9% |
| FEE SUPPORTED PROGRAMS | $288,000 | $300,000 | ($12,000) | −4.0% |
| UNCLASSIFIED | $1,912,700 | $1,957,900 | ($45,200) | −2.3% |
| DEBT AND INTEREST | $2,886,134 | $2,170,945 | $715,189 | 32.9% |
| TOTAL | $23,613,638 | $22,936,391 | $677,247 | 3.0% |

## CAPITAL PLANNING REPORT
## CAPITAL BUDGET AND PROGRAM
## 1993 - 1997

Like many other municipalities, Wayland has forestalled many important equipment and vehicle purchases in recent years. The general economic malaise, cutbacks in local aid and Proposition 2 1/2 have all resulted in the postponement of some necessary capital improvements.

In the coming year, Wayland will have a window in which to accomplish many capital improvements without asking voters for a debt exclusion and without putting additional pressure on the tax rate. The extent of maturing debt will free up enough borrowing capacity to allow the Town to address critical public safety and infrastructure concerns, as well as move toward modernization and increased efficiency in government.

The Finance Committee recommends a total capital budget of slightly more than $1.2 million, as detailed in the omnibus Town Budget FY 1993.

The items selected in the capital budget reflect a great deal of consideration. Every possible economy is pursued in the effort to keep total capital expenditures reasonable and minimal. In many cases, the Finance Committee has reduced expenditure requests in the interest of forcing departments to obtain the most competitive purchase prices available.

Among the most important items on the list is a Ladder/Pumper Truck for the Fire Department. This piece of equipment and vehicle will replace an antiquated and unreliable ladder truck, bringing the Town into compliance with fire protection laws and giving the Fire Department a tool that can save both lives and property.

Another area of concern is the replacement of school buses. This will ensure that we continue to provide safe, reliable transportation for the school children of Wayland.

Capital expenditures under the Highway Department include several new pieces of equipment that will replace outmoded ones, ultimately making highway operations more economical and efficient. The budget also allows for the completion of repairs on the Highway Garage and Landfill.

Finally, there is the computer update, a program that will bring the Town's Information Processing up to standards. This computer update will facilitate automation in some areas of government and increase efficiency in others. It will give town employees the modern tools they need to better serve the citizenry of Wayland. A great deal of thought and care is going into the selection of the computer purchase. The Data Processing Committee is working closely with the Board of Selectmen, the Finance Committee and other key departments.

If the Town does not take advantage of the opportunity to address these important capital needs, then it is likely the additional borrowing capacity would revert back into the operating budget at some point in the future and the window would close. Failure to make capital improvements at this time will lead to the continued deterioration of the Town's infrastructure and the continued use of outmoded and inefficient equipment -- and the potential threat that, in some cases, this poses to the safety of the public.

It should again be noted that in the absence of a Capital Planning Committee, the Finance Committee has assumed the task of soliciting capital planning information and assembling the capital budget. A proposed by-law before the Town Meeting would abolish the Capital Planning Committee and permanently assign this task the Finance Committee.

Respectfully submitted,

Wayland Finance Committee

## TOWN OF WAYLAND CAPITAL PROJECT REQUESTS

| SUMMARY OF DEPARTMENTS | 1993 | 1994 | 1995 | 1996 | 1997 |
|---|---|---|---|---|---|
| **TOWN SURVEYOR** | | | | | |
| VAN REPLACEMNT | $15,000 | | | | |
| HARDWARE, SURVEYING COMP | $11,300 | | | | |
| SOFTWARE, SURVEYING COMP | | | | | |
| **TOTAL SURVEYOR** | **$26,300** | **$0** | **$0** | **$0** | **$0** |
| **DATA PROCESSING** | | | | | |
| HARDWARE,SOFTWARE REPL | $130,000 | | | | |
| **TOTAL DATA PROCESSING** | **$130,000** | | | | |
| **CONSERVATION** | | | | | |
| REPLACE PICKUP TRUCK | $10,000 | | | | |
| LAND PURCHASE, LAND BANK | $0 | $210,000 | $230,000 | $250,000 | $270,000 |
| **TOTAL CONSEVATION** | **$10,000** | **$210,000** | **$230,000** | **$250,000** | **$270,000** |
| **FIRE DEPARTMENT** | | | | | |
| CHIEFS AUTOMOBILE | $16,000 | | | | |
| LADDER/PUMPER TRUCK | $325,000 | | | | |
| TRUCK FIRE DEPARTMENT | $20,000 | | | | |
| | | | | | $160,000 |
| **TOTAL FIRE DEPARTMENT** | **$361,000** | **$0** | **$0** | **$0** | **$160,000** |
| **HIGHWAY DEPARTMENT** | | | | | |
| STREET SWEEPER | $110,000 | | | | |
| DUMP TRUCK, PLOW, AND SANDER | $100,000 | | | | |
| ONE TON DUMP TRUCK, PLOW SANDER | $30,000 | | | | |
| SKID STEER LOADER | $25,000 | | | | |
| FUEL TANK REPLACEMENT | $60,000 | | | | |
| AIR COMPRESSOR | $11,000 | | | | |
| GARAGE BOILER | $50,000 | | | | |
| TRACKLESS SIDEWALK TRACTOR | | $28,000 | | | |
| FRONT END LOADER | | $110,000 | | | |
| TEN TON ROLLER | | $15,000 | | | |
| ONE TON PICKUP | | $30,000 | | | |

## TOWN OF WAYLAND CAPITAL PROJECT REQUESTS

| SUMMARY OF DEPARTMENTS | 1993 | 1994 | 1995 | 1996 | 1997 |
|---|---|---|---|---|---|
| GARAGE DOORS | | $30,000 | | | |
| SPRINKLER SYSTEM | | $50,000 | | | |
| ONE TON DUMP TRUCK | | | $28,000 | | |
| TEN TON DUMP TRUCK | | | $65,000 | | |
| BACKHOE | | | $80,000 | | |
| GARAGE LIFTS | | | $40,000 | | |
| EXPAND GARAGE BAY | | | $140,000 | | |
| MOTOR GRADER | | | | $120,000 | |
| SKID STEER LOADER | | | | $28,000 | |
| POWER KING TRACTOR | | | | $15,000 | |
| HEAVY DUTY TRAILER | | | | $22,000 | |
| SALT SHED | | | | $70,000 | |
| RESURFACE PARKING LOT | | | | $25,000 | |
| MECHANICS WELDING TRUCK | | | | | $35,000 |
| ONE TON DUMP TRUCK | | | | | $30,000 |
| UTILITY TRUCK (4 X 4) | | | | | $30,000 |
| STREET SWEEPER | | | | | $110,000 |
| FIVE TON TRAILER | | | | | $12,000 |
| EIGHT YARD DUMP TRUCK | | | | | $65,000 |
| **HIGHWAY DEPARTMENT TOTAL** | **$386,000** | **$263,000** | **$353,000** | **$280,000** | **$282,000** |
| **HIGHWAY – LANDFILL** | | | | | |
| STATIONARY COMPACTOR | $20,000 | | | | |
| SCALES AND RELATED EQUIP | $50,000 | | | | |
| TRAILER TRACTOR | | $100,000 | | | |
| **TOTAL HIGHWAY LANDFILL** | **$70,000** | **$100,000** | **$0** | **$0** | **$0** |
| **PARK AND RECREATION** | | | | | |
| WOOD CHIPPER | $15,500 | | | | |
| INFIELD GROOMER | $9,000 | | | | |
| LEAF SUCKER | $7,000 | | | | |
| TRACTOR LOADER | $32,000 | | | | |
| TRI WHEEL MOWER | | | $13,000 | | |
| TRI WHEEL MOWER | | | $13,000 | | |

## TOWN OF WAYLAND CAPITAL PROJECT REQUESTS

| SUMMARY OF DEPARTMENTS | 1993 | 1994 | 1995 | 1996 | 1997 |
|---|---|---|---|---|---|
| TOTAL PARK AND RECREATION | $63,500 | $0 | $26,000 | $0 | $0 |
| **SCHOOLS** | | | | | |
| SCHOOL BUSES | $35,000 | $35,000 | $35,000 | | |
| SCHOOL AUTOMIBLE | | | $14,000 | | |
| MAINTENANCE TRUCK | | $12,000 | | | |
| COPIERS | $16,000 | $6,000 | $12,000 | | |
| INSTRUCTIONAL COMPUTERS | $160,000 | $140,000 | $85,000 | | |
| AUDIO/VISUAL EQUIPMENT | $12,000 | $37,000 | $20,000 | | |
| MAINTENANCE EQUIPMENT | $10,000 | $4,000 | $3,500 | | |
| NON INSTRUCTIONAL COMPUTERS | $13,600 | $4,000 | $8,500 | | |
| TOTAL SCHOOLS | $246,600 | $238,000 | $178,000 | $0 | $0 |
| TOTAL GENERAL FUND | $1,293,400 | $811,000 | $787,000 | $530,000 | $712,000 |
| **CAPITAL PROJECTS OTHER FUNDS** | | | | | |
| **WATER** | | | | | |
| WATER MAIN IMPROVEMENT | $0 | $30,000 | $30,000 | $30,000 | $30,000 |
| PURGE WELL/CLEAN | $0 | $20,000 | $30,000 | $25,000 | $25,000 |
| COST OF BORROWING | $37,000 | $37,000 | $37,000 | $37,000 | $37,000 |
| METER REPLACEMENT | | $10,000 | $0 | $0 | $0 |
| NEW VEHICLE–EQUIPMENT | $15,000 | $14,000 | $15,000 | $15,000 | $15,000 |
| LAND AQUISITION | $0 | $40,000 | $40,000 | $40,000 | $40,000 |
| TOTAL NON GENERAL FUND | $52,000 | $151,000 | $152,000 | $147,000 | $147,000 |
| EFFECT ON TAX RATE, GENERAL FUND | $0.98 | $0.61 | $0.60 | $0.40 | $0.54 |

**COMMONWEALTH OF MASSACHUSETTS**

Middlesex, ss. Town of Wayland

* * * WARRANT * * *

To any of the Constables of the Town of Wayland, Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify all residents of the Town of Wayland who shall be qualified to vote in accord with the provisions of Massachusetts General Laws, Chapter 51, Section 1, to come to their respective polling places (Precinct 1 and 4 in the Gymnasium of the Town Building and Precinct 2 and 3 in the Middle School) on:

TUESDAY, APRIL 28, 1992, BETWEEN 7:00 AM AND 8:00 PM

to choose the following Town officers by ballot from Wayland's registered voters for the following terms of office:

A Moderator for one year;

One member of the Planning Board for two years;

A Town Clerk, one Selectman, one School Committee member, one Assessor, two Trustees of Public Library, one member of the Board of Health, one Road Commissioner, two Park and Recreation Commissioners, one Water Commissioner, one Commissioner of Trust Funds, each for three years;

One member of the Planning Board, one member of the Housing Authority, each for five years;

As well as such other Town Officers as may be necessary;

And to vote "Yes" or "No" upon the following Question:

QUESTION NO. 1:

"Shall our Representative, Chester G. Atkins, and our Senators, Edward M. Kennedy and John F. Kerry, be instructed to take all suitable measures:

1. To enact reductions in U.S. military expenditures by at least fifty percent (50%) of the Fiscal Year 1992 expenditure amount by the 1996 budget year;

2. To provide assistance to communities and employers to convert from military to peacetime production; and

3. To reallocate funds from military uses to meet domestic needs such as health care, education and environmental protection and to reduce the federal deficit?"

You are also required to notify all such residents of Wayland to meet in the Middle School Gymnasium on:

THURSDAY, APRIL 30, 1992 AT 7:45 PM

to act on the following Articles:

ARTICLE 1. HEAR REPORTS

Proposed by: Board of Selectmen

To receive and act upon reports of Town officers, agents, trustees, commissioners, boards, and committees.

QUANTUM OF VOTE: Majority.

ARTICLE 2. CHOOSE TOWN OFFICERS

Proposed by: Board of Selectmen

To choose Town officers, agents, trustees, councils, commissioners, boards, and committees not elected by the official ballot.

QUANTUM OF VOTE: Majority. See Massachusetts General Laws, Chapter 41, Section 1.

ARTICLE 3. AMEND PERSONNEL BY-LAWS AND WAGE AND SALARY CLASSIFICATION PLAN

Proposed by: Personnel Board

To determine whether the Town will vote to amend the Personnel By-Laws and the Wage and Salary Classification Plan previously adopted by the Town by making the following additions, deletions or modifications thereto, and by establishing effective dates for such amendments.

(Only articles that have been amended have been included.)

PERSONNEL BY-LAWS

**ARTICLE I - DEFINITIONS**

As used in these By-Laws, the following words and phrases shall have the following meanings unless a different construction is clearly required by the context or by the laws of the Commonwealth:

"Employment Anniversary Date - the official employment start date of an employee's regular service to the Town.

## ARTICLE IV - WAGE AND SALARY CLASSIFICATION PLAN

(Changes are explained with asterisks and underlining)

Section 1. The position of all non-elected Town employees are classified under the following job titles with the wage and salary rates set forth. (Refer to Addendum A for listing of current wages and classifications.)

ADMINISTRATIVE AND PROFESSIONAL
FISCAL YEAR 1993 SALARY RANGE*
NON-UNION
G-SCHEDULE

| | POSITION TITLE | MINIMUM | MAXIMUM |
|---|---|---|---|
| G-7 | Executive Secretary | $52,293 | $67,981 |
| G-6 | Finance Director/Town Accountant | 47,975 | 62,368 |
| G-6 | Police Chief | 47,975 | 62,368 |
| G-6 | Fire Chief | 47,975 | 62,368 |
| G-5 | Director of Highway Operations | 44,014 | 57,218 |
| G-4 | Park and Recreation Superintendent | 40,380 | 52,494 |
| G-4 | Water Superintendent | 40,380 | 52,494 |
| G-4 | Assistant Executive Secretary | 40,380 | 52,494 |
| G-3 | Data Processing Manager | 37,046 | 48,159 |
| G-3 | Library Director | 37,046 | 48,159 |
| G-3 | Town Surveyor | 37,046 | 48,159 |
| G-2 | Director of Youth and Adolescent Services | 33,987 | 44,183 |
| G-2 | Treasurer/Collector | 33,987 | 44,183 |
| G-2 | Director of Public Health | 33,987 | 44,183 |
| G-2 | Town Planner | 33,987 | 44,183 |
| G-1 | Conservation Administrator | 31,180 | 40,535 |
| G-1 | Executive Director, Council on Aging | 31,180 | 40,535 |
| G-1 | Assistant Assessor | 31,180 | 40,535 |
| G-1 | Building/Zoning Inspector | 31,180 | 40,535 |

*The wages of this scale do not reflect an increase over the FY92 level.

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NON-ADMINISTRATIVE/PROFESSIONAL POSITIONS - NON-UNION*
S-G SCHEDULE

| | POSITION TITLE | MINIMUM | MAXIMUM |
|---|---|---|---|
| SG-7 | Waste Water Facilities Supervisor | 30,804 | 40,045 |
| SG-7 | Surveying/Computer Specialist | 30,804 | 40,045 |
| SG-6 | Solid Waste Facility Supervisor | 28,522 | 37,078 |
| SG-5 | Asst. Dir. of Youth and Adolescent Serv. | 26,409 | 34,332 |
| SG-4 | Administrative Secretary | 24,453 | 31,789 |
| SG-3 | Professional Librarian | 22,642 | 29,434 |
| SG-2 | Dog Officer | 20,964 | 27,254 |
| SG-2 | Office Assistant/Assessors | 20,964 | 27,254 |
| SG-1 | Hourly Library Clerk** | 19,412 | 25,235 |

*The wages of this scale do not reflect an increase over the FY92 levels.
**Seasonal and intermittent employees. Not permanent or full-time employees, no fringe benefits.

The underlined positions were reclassified to reflect changes in market value and changes in level of responsibility.

NON-UNION OFFICE STAFF**

| GRADE | MINIMUM | STEP 1 | STEP 2 | STEP 3 |
|---|---|---|---|---|
| S-12 | $20,619 | $21,431 | $22,285 | $23,152 |
| S-13 | 21,431 | 22,285 | 23,152 | 24,094 |
| S-14 | 22,285 | 23,152 | 24,094 | 25,047 |
| S-15 | 23,152 | 24,094 | 25,047 | 26,078 |
| S-16 | 24,094 | 25,047 | 26,078 | 27,102 |
| S-17 | 25,047 | 26,078 | 27,102 | 28,171 |
| S-18 | 26,078 | 27,102 | 28,171 | 29,278 |

Non-Union Office Staff Positions

| | |
|---|---|
| Administrative Secretary | SG-4 |
| Secretary/Word Processing Coordinator | S-16 |
| Administrative Assistant-Police | S-16 |

| | STARTING HOURLY RATE | STEP 1 | STEP 2 | STEP 3 |
|---|---|---|---|---|
| Hrly. Sen. Sec. Aide* | $ 8.32 | | | |
| Hrly. Sec. Aide* | $ 7.33 | | | |
| Student Sec. Aide* | $ 4.82 | $ 5.42 | $ 6.02 | $ 6.63 |

*Seasonal or intermittent employees. Not permanent or full-time employees, no fringe benefits.

**Salaries for these classifications do not reflect an increase over FY92 levels.

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NON-UNION INSPECTORS - HEALTH AND BUILDING INSPECTION**

| | HOURLY PAY RATE | WEEKLY PAY RATE |
|---|---|---|
| Hrly. Health Inspector | $13.69 | |
| Gas & Plumbing Inspector | 13.69 | |
| Assistant Building Inspector | 13.69 | |
| Wiring Inspector | | $179.63 |

LIBRARY NON-UNION**

| GRADE | TITLE | FISCAL YEAR | HOURLY PAY RATE |
|---|---|---|---|
| Hourly | Library Page* | 1993 | $5.79 |

*Seasonal and intermittent employees. Not permanent or full-time employees, no fringe benefits.

**Salaries for these classifications do not reflect an increase over FY92 levels.

PARK AND RECREATION - NON-UNION*
FISCAL YEAR 1993

| GRADE | TITLE | STARTING SALARY** | 1 YEAR | 2 YEARS | 3 YEARS |
|---|---|---|---|---|---|
| Hourly | Seasonal Laborer* | | $ 8.65 | $ 9.08 | $ 9.52 |
| Hourly | Beach Director* | | 11.37 | 12.50 | 13.64 |
| Hourly | Beach Supervisor* | | 10.21 | 11.37 | 12.50 |
| Hourly | Head Lifeguard* | | 8.53 | 9.08 | 9.66 |
| Hourly | Lifeguards/Instructors* | | 7.11 | 7.67 | 8.25 |
| Hourly | Beach Police* | | 6.04 | 6.42 | 6.82 |
| Hourly | Swim Aide* | | 5.12 | 5.69 | 5.96 |
| | | | MINIMUM | MAXIMUM | |
| Hourly SG-4 | Fee Support Program Administrator | | $13.43 | $17.47 | |

*Seasonal and intermittent employees. Not permanent or full-time employees, no fringe benefits.

**Salary levels for these positions do not reflect an increase over FY92 levels.

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JOINT COMMUNICATIONS - NON-UNION*
FISCAL YEAR 1993

| GRADE | TITLE | STARTING SALARY | STEP 1 | STEP 2 | STEP 3 |
|---|---|---|---|---|---|
| S-14 | Working Supervisor | $22,285 | $23,152 | $24,094 | $25,047 |

*Salary levels for this position do not reflect an increase over FY92 levels.

POLICE - NON-UNION*
FISCAL YEAR 1991

| GRADE | TITLE | MINIMUM | STEP 1 | STEP 2 | STEP 3 |
|---|---|---|---|---|---|
| P-4 | Lieutenant | $35,399 | $37,191 | $39,065 | $41,038 |

*Reflects a base salary increase of 5% for FY91. Settlement of salary adjustments are related to the Union contract settlement. Such contract settlements had not been reached for FY92 at the time of the printing of this document. Discussions regarding FY93 salary issues have either been scheduled or are already in progress.

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HIGHWAY - NON-UNION**
FISCAL YEAR 1993

| GRADE | TITLE | STARTING SALARY | STEP 1 | STEP 2 | STEP 3 |
|---|---|---|---|---|---|
| Hourly* PT Labor | Solid Waste Facility Monitor | $ 8.22 | $ 8.65 | $ 9.08 | $ 9.52 |
| Hourly* PT Labor | Waste Water Facility Monitor | $ 8.22 | $ 8.65 | $ 9.08 | $ 9.52 |

*Intermittent employees. Not permanent, no fringe benefits.
**Salary levels for these positions do not reflect an increase over FY92 levels.

WATER - NON-UNION*
FISCAL YEAR 1993

| GRADE | TITLE | HOURLY STARTING | STEP 1 | STEP 2 | STEP 3 |
|---|---|---|---|---|---|
| WF-1 | Water Foreman | $14.16 | $14.66 | $15.17 | $15.70 |

*Salary levels for this position do not reflect an increase over FY92 levels.

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PART-TIME, SEASONAL POSITIONS AND OTHER NON-UNION*

| TITLE | RATES FOR FY 1993 |
|---|---|
| School Traffic Supervisors | $ 4,310.00* |
| Substitutes | $ 24.72/day |
| Special Police, Matrons | $ 11.21/hour |
| Call Firefighters | $ 11.21/hour |
| Temporary Custodians | $ 8.77/hour |
| JCC P-T Dispatcher | $ 7.96/hour |
| Police Intern | $ 5.79/hour |
| Water Meter Reader | $ .64/.74 per meter |

*Salary levels for this position do not reflect an increase over FY92 levels.

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OFFICE STAFF - UNION*
FISCAL YEAR 91 SALARY RANGES

| GRADE | MINIMUM | AFTER 1 YEAR | AFTER 2 YEARS | AFTER 3 YEARS | AFTER 4 YEARS | AFTER 5 YEARS | AFTER 6 YEARS |
|---|---|---|---|---|---|---|---|
| C-10 | $16,395 | $17,023 | $17,708 | $18,422 | $19,164 | $19,903 | $20,697 |
| C-12 | 17,708 | 18,422 | 19,164 | 19,903 | 20,697 | 21,520 | 22,368 |
| C-13 | 18,422 | 19,559 | 19,903 | 20,697 | 21,520 | 22,368 | 23,279 |
| C-14 | 19,559 | 19,903 | 20,697 | 21,520 | 22,368 | 23,279 | 24,178 |
| C-15 | 19,903 | 20,697 | 21,520 | 22,368 | 23,279 | 24,178 | 25,138 |
| Civ Disp | 18,317 | 18,974 | 19,695 | 20,447 | 21,264 | 22,107 | 22,919 |

*Clerical Union salaries reflect a negotiated adjustment of 5% for Fiscal Year 1991. Negotiations for a successor agreement are in progress for FY92 and FY93.

## CURRENT CLERICAL UNION POSITIONS

FINANCE/ACCOUNTING
C-15 1 Payroll Supervisor
C-15 1 Accounts Supervisor

TREASURER/COLLECTOR
C-13 1 Full-time, Principal Clerk/Department Assistant
C-14 1 Full Time, Principal Clerk/Assistant Treasurer

ASSESSORS
C-12 1 Full-time, Senior Clerk

TOWN CLERK
C-12 1 Part-time, Senior Clerk/Assistant to the Town Clerk

WATER DEPARTMENT
C-12 1 Part-time, Senior Clerk
C-13 1 Full-time, Principal Clerk/Department Assistant

PARK AND RECREATION
C-13 1 Full-time, Principal Clerk/Department Assistant

BUILDING/INSPECTIONS
C-13 2 Part-time, Principal Clerks/Department Assistants

PUBLIC SAFETY
C-13 1 Full-time, Principal Clerk, Department Assistant
7 Full-time, Joint Communications Civilian Dispatchers

BOARD OF HEALTH
C-14 1 FULL-TIME, Administrative Assistant

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LIBRARY - UNION*
FISCAL YEAR 1992

| GRADE | MINIMUM | MAXIMUM |
|---|---|---|
| L-C | $18,597 | $22,259 |
| L-1 | 19,412 | 25,235 |
| L-2 | 20,964 | 27,254 |
| L-3 | 22,642 | 29,434 |
| L-4 | 24,453 | 31,789 |
| L-5 | 26,409 | 34,332 |

*Library Union salaries reflect a 3% base increase for Fiscal Year 1992. Negotiations for a successor agreement are in progress or scheduled to begin soon for FY93.

## CURRENT LIBRARY UNION POSITIONS

| | |
|---|---|
| L-C | Custodian |
| L-1 | Library Assistant |
| L-2 | Serial Circulation Assistant |
| L-2 | Automation Assistant |
| L-3 | Assistant Children's Librarian |
| L-4 | Head of Circulation |
| L-5 | Head of the Children's Department |
| L-5 | Head of Reference and Technical Services |

PARK AND RECREATION - UNION*
FISCAL YEAR 1992 HOURLY PAY SCALE

| GRADE | MINIMUM | AFTER 1 YEAR | AFTER 2 YEARS | AFTER 3 YEARS |
|---|---|---|---|---|
| P&R1 | $10.12 | $10.43 | $10.76 | $11.15 |
| P&R2 | 10.43 | 10.76 | 11.15 | 11.51 |
| P&R3 | 11.51 | 11.84 | 12.28 | 12.67 |
| P&R4 | 12.28 | 12.67 | 13.18 | 13.54 |
| P&R6 | 13.18 | 13.54 | 14.00 | 14.48 |

*Park and Recreation Union salaries reflect a negotiated 3% base increase for FY1992. Negotiations for a successor collective bargaining agreement are currently in progress for FY93.

CURRENT PARK AND RECREATION UNION POSITIONS

| | |
|---|---|
| P&R1 | 1 Groundskeeper I |
| P&R2 | 3 Groundskeepers II |
| P&R4 | 1 Working Foreman |
| P&R6 | 1 Master Mechanic |

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HIGHWAY - UNION*
FISCAL YEAR 1992 HOURLY PAY SCALE

| GRADE | MINIMUM | STEP 1 | STEP 2 | STEP 3 |
|---|---|---|---|---|
| H-5 | $10.85 | $11.18 | $11.55 | $11.89 |
| H-6 | 11.18 | 11.55 | 11.89 | 12.33 |
| H-7 | 11.55 | 11.89 | 12.33 | 12.70 |
| H-8 | 11.89 | 12.33 | 12.70 | 13.15 |
| H-9 | 12.35 | 12.70 | 13.15 | 13.59 |
| H-10 | 12.70 | 13.15 | 13.59 | 14.03 |
| H-11 | 13.15 | 13.59 | 14.03 | 14.51 |

*Highway Union salaries reflect a 3% base increase for Fiscal Year 1992. Negotiations for a successor collective bargaining agreement are currently in progress or scheduled to begin soon for FY93.

CURRENT HIGHWAY POSITIONS

| | |
|---|---|
| H-6 | 6 Medium Equipment Operators |
| H-7 | 1 Heavy Equipment Operator |
| H-8 | 1 Grader Operator |
| H-10 | 2 Working Foremen |
| | 1 Mechanic/Welder |
| H-11 | 3 General Foremen |
| | 1 Master Mechanic |

WATER DEPARTMENT - UNION*
FISCAL YEAR 1991 HOURLY PAY SCALE

| GRADE | FY | MINIMUM | STEP 1 | STEP 2 | STEP 3 |
|---|---|---|---|---|---|
| WS-11 | 91 | $20,929.65 | $21,819.20 | $22,578.15 | $23,420.25 |
| WS-15 | 91 | 24,252.90 | 25,049.85 | 26,089.35 | 27,052.20 |

*Water Department Union hourly pay rates reflect a settlement of 5% increase for Fiscal Year 1991. Negotiations for a successor collective bargaining agreement are currently in progress for FY92 and FY93.

CURRENT WATER DEPARTMENT UNION POSITIONS

| | |
|---|---|
| WS-11 | 2 Maintenance #1 |
| WS-15 | 4 Maintenance #2 |

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POLICE DEPARTMENT - UNION*
FISCAL YEAR 1991

| GRADE | TITLE | MINIMUM | AFTER 1 YEAR | AFTER 2 YEARS | AFTER 3 YEARS |
|---|---|---|---|---|---|
| P-1 | Police Off | $25,908 | $26,947 | $28,027 | $29,138 |
| P-2 | Police Sgt | 30,603 | 32,108 | 33,711 | 35,399 |

*Police Union salaries reflect an increase of 5% for Fiscal Year 1991. Negotiations for a successor collective bargaining agreement are currently in progress for FY92 and FY93.

CURRENT POLICE UNION POSITIONS

| | |
|---|---|
| P-1 | 15 Police Officers |
| P-2 | 5 Police Sergeants |

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FIRE DEPARTMENT - UNION*
FISCAL YEAR 1992

| GRADE | TITLE | START | AFTER 1 YEAR | AFTER 2 YEARS | MAXIMUM |
|---|---|---|---|---|---|
| F-6 | Deputy | | | | $40,243 |
| F-5 | Captain | $32,716 | $33,847 | $35,028 | 36,255 |
| F-4 | Mech & Elec | 31,556 | 32,585 | 33,707 | 34,872 |
| F-3 | Lieutenant | 29,876 | 30,819 | 31,983 | 33,100 |
| F-2 | Clerk | 28,940 | 29,920 | 31,505 | 31,990 |
| F-1 | Firefighter | 27,035 | 27,971 | 28,939 | 29,943 |

*Fire Union salaries reflect a 3% base salary increase for Fiscal Year 1992. Negotiations for a successor collective bargaining agreement are either in progress or scheduled to begin soon for FY93.

CURRENT FIRE UNION POSITIONS

| | |
|---|---|
| F-6 | 1 Deputy |
| F-5 | 3 Captains |
| F-4 | 1 Mechanic |
| F-3* | 4 Lieutenants |
| F-2 | 1 Clerk |
| F-1 | 14 Firefighters |

Amend Article VI in the following manner:

**ARTICLE VI - NEW EMPLOYEES, RATES OF PAY**

Section 1. An individual newly hired, promoted, reclassified or permanently transferred from one job to another shall be paid the minimum salary or wage rate for his classification except as hereinafter provided. The employing agency shall report all transfers and, so far as practicable, all proposed hirings to the Personnel Board in advance of appointment for approval of the employee's classification and salary or wage rate. When prior consultation is impractical, the appointing agency may hire an individual, with the approval of the Personnel Director, but subject to ratification of the employee's classification and salary or wage rate by the Personnel Board.

Section 2. The starting pay rate for all positions will normally be the minimum step of an assigned classification. Exceptions to this rule may be considered by the Personnel Board and/or the Personnel Director. All starting pay rates must be approved by the Personnel Director and any proposed starting rate above the fourth step of a classification must receive Personnel Board approval.

Amend Article VIII in the following manner:

**ARTICLE VIII - RECLASSIFICATION**

Section 1. The duties of any employee may be reviewed by an employing agency upon request of the employee or on its own initiative. If it appears to the employing agency that such employee belongs in a different job classification because of changes in the nature of his duties, the employing agency may recommend his reclassification and shall submit a revised job description to the Personnel Board which shall then review the facts and approve or deny the proposed reclassification. A reclassified employee shall be paid in accordance with the provisions of Article VI, effective from the date in which the Personnel Board approves the reclassification.

Add a new Article XXI AMERICANS WITH DISABILITIES ACT and renumber the EXEMPTIONS article to be XXII. The new Article XXI shall be defined as:

**ARTICLE XXI - AMERICANS WITH DISABILITIES ACT**

As of July, 1992 all provisions of this By-Law must conform to the requirements of the Americans with Disabilities Act. In keeping with the recommendation of the Report of the House Committee on Education and Labor (Report No. 101-485) the Town shall take all action necessary to comply with the Act, notwithstanding any discriminatory past practice or provision of this By-Law not in compliance with the Act, which, if maintained or enforced, would subject both the Town and the employee to the penalty provisions of the A.D.A.

FINANCE COMMITTEE COMMENTS: This is the customary article provided by the Personnel Board. It consists of two parts: Changes in Article III of the Personnel Bylaw, the Wage and Salary Classification Plan; and amendments to the text of the By-law.

For the most part changes to the text are for clarification. There is one substantive change proposed in Article VI. This addition, Compliance with the Americans with Disabilities Act, has already been included in completed union contracts and will bring the Town into compliance with new Federal legislation.

The most noteworthy aspect of the Wage and Salary Classification Plan is that there are no annual salary adjustments planned for FY93 in the G, S-G and S-Schedules, and in several non-union wage schedules. Furthermore, there will be no step increases in the G Schedule, although step increases for S and S-G personnel will be allowed during the FY93 review year.

In those cases where union contracts have been agreed upon, the new settlements are noted in the appropriate section of the Plan.

There are several amendments to the Wage and Salary Classification Plan:

In the S-G Schedule, the Surveying-Computer Specialist was changed from S-G-6 to S-G-7 after a market survey; the Solid Waste Facility Supervisor, formerly a union position, was upgraded to a supervisory level with added responsibilities, classified as S-G-6; in the Park and Recreation Department, the Fee Support Program Administrator was reclassified to S-G-4, again due to a market survey; there are two reclassifications under Highway non-union, both part-time with no fringe benefits, the Waste Water Facility Monitor and the Solid Waste Facility Monitor; the Police Lieutenant, though non-union, will have a salary adjustment made consistent with the union settlement.

ARGUMENTS IN FAVOR: Amendments to the text clarify wording for ease of administration, while the new addition to the Bylaw keeps the Town in compliance with new legislation.

ARGUMENTS OPPOSED: The Finance Committee is not aware of any.

RECOMMENDATION: The Finance Committee recommends approval of this article. Vote. Unanimous.

QUANTUM OF VOTE: Majority - see Massachusetts General Laws, Chapter 41, Section 108A.

ARTICLE 4. CURRENT YEAR TRANSFER

Proposed by: Finance Committee

To determine whether the Town will vote to appropriate a sum or sums of money for the operation and expenses of various Town departments for the current fiscal year; to determine whether such appropriations shall be provided by transfer from unappropriated available funds, by transfer of funds already appropriated for another purpose, by funds received as grants from the Commonwealth or Federal government, by borrowing or otherwise; and to determine what Town officer, board, or committee, or combination of them, shall be authorized to expend the money or monies appropriated therefor.

FINANCE COMMITTEE COMMENTS: This article was inserted in the Warrant by the Finance Committee to transfer amounts from various FY92 appropriations to a Reserve for Summer Salary Account to be held by the town to fund the liability created when the town deferred summer salaries of teachers in FY92. The liability is currently $675,660 which will be reduced by this transfer totalling $211,135.00. The net liability, or $464,525 will be subject to amortization beginning in FY1996 for a maximum of fifteen (15) years. It is the intention of the Finance Committee to recommend amortization of this amount more rapidly with this initial reduction being the first step in the process.

RECOMMENDATION: The Finance Committee recommends approval of this article. Vote. Unanimous.

QUANTUM OF VOTE: Majority - see Massachusetts General Laws Chapter 40, Section 5 and Chapter 44, Section 33B; for borrowing, two-thirds - see Massachusetts General Laws Chapter 44, Section 7.

DEPARTMENTAL REDUCTIONS FY 1992

| DEPARTMENTS | ACCOUNTS | REDUCTIONS |
|---|---|---|
| GENERAL GOVERNMENT | | |
| CIVIL DEFENSE | UNIFORMS | $2,000.00 |
| COCITUATE BUILDING | | $1,000.00 |
| DATA PROCESSING | COMPUTER OPERATOR | $700.00 |
| TREASURER COLLECTOR | BANKING SERVICES | $1,000.00 |
| SURFACE WATER QUALITY | | $80.00 |
| CONSERVATION | PROFESSIONAL SERVICES | $1,000.00 |
| COUNCIL ON AGING | TRANSPORTATION | $1,400.00 |
| SUB TOTAL | | $7,180.00 |
| PUBLIC SAFETY | | |
| POLICE | PATROLMEN SALARIES | $30,000.00 |
| FIRE | FIREFIGHTERS SALARIES | $10,000.00 |
| INSPECTIONS | DEPUTY BLDG. INSPECTOR | $6,500.00 |
| SUB TOTAL | | $46,500.00 |
| BOARD OF HEALTH | | |
| HAZARDOUS WASTE MNGT | | $6,000.00 |
| HIGHWAY | | |
| HIGHWAY,LANDFILL | ENGINNERING | $14,500.00 |
| HIGHWAY | ROAD RESURFACING | $4,000.00 |
| SUB TOTAL | | $18,500.00 |

| | |
|---|---|
| **LIBRARY** | |
| OPERATING EXPENSE | $1,250.00 |
| CLERKS SALARY | $1,250.00 |
| SUB TOTAL | $2,500.00 |
| **SCHOOLS** | |
| AREA ONE | $50,000.00 |
| REGIOANL SCHOOL | $24,000.00 |
| SUB TOTAL | $74,000.00 |
| **YOUTH SERVICES** | |
| EXPENSE ACCOUNT | $1,155.00 |
| AUTOMOBILE MAINT. | $300.00 |
| SUB TOTAL | $1,455.00 |
| **PARK AND RECREATION** | |
| FEE SUPPORT | $12,000.00 |
| **UNCLASSIFIED** | |
| INSURANCE 32B | $30,000.00 |
| WATER HYDRANT RENTAL | $9,000.00 |
| SHARE NURSE | $4,000.00 |
| SUB TOTAL | $43,000.00 |
| GRAND TOTAL | $211,135.00 |

ARTICLE 5. FY93 OMNIBUS BUDGET

Proposed by: Finance Committee

To determine what sum of money the Town will appropriate for the operation and expenses of the Town, including capital expenditures for equipment, improvements or other purposes, and to determine whether such appropriation shall be provided by taxation, by transfer from unappropriated funds, by transfer of funds already appropriated for another purpose, by borrowing or otherwise.

FINANCE COMMITTEE COMMENTS: Following the Finance Committee recommendation is a budget summary of the motion the Finance Committee expects to make under the Article. See the Finance Committee Report for additional budget information.

RECOMMENDATION: The Finance Committee recommends approval of the Article. Vote. Unanimous.

QUANTUM OF VOTE: Majority - see Massachusetts General Laws, Chapter 40, Section 5, Chapter 44, Section 33B.

MOTION UNDER ARTICLE 5.

For what it considers to be the proper management of the Town and its finances, the Finance Committee makes the following recommendations, and they are, therefore, incorporated under the motion to be made under Article 5 at the Annual Town Meeting, as follows:

"That the Executive Secretary be charged with responsibility for (1) the operation, maintenance, and administration of the Wayland Town Building, the Public Safety Building, and the Cochituate Town Building, their equipment, and their grounds, as well as (2) the supervision, except for matters relating to policy, of all employees in those buildings, other than elected officials, non-salaried appointed officials, and employees of the School Department;

That the operation of the landfill be under the supervision of the Road Commissioners;

That the appropriation under Conservation Commission for "Conservation Fund" be maintained as a fund against future purchases and not be expended without future direct vote of the Town;

That the Town Collector continue to act as Collector for the Water Department, that all fees and penalties from whatever source be turned over to the Town as income;

That all purchases of data processing equipment be submitted to the Data Processing Committee for approval before such purchase is made;

That the appropriation for "Hydrant Rental" of $18,000 for the Water Department granted in the budget be transferred to "Water Available Surplus";

That the Office of the Town Clerk be continued on a salary basis and that all fees from whatever source derived be turned over to the Town as Town income;

That all fees, wages, or payments made to the Tree Warden, from whatever source, be turned over to the Town as Town income.

That the Director of Youth and Adolescent Services and Staff be under the jurisdiction of the Youth Advisory Committee which shall report to the Town on the activities of the Director of Youth and Adolescent Services and Staff at the Annual Town Meeting. The Director of Youth and Adolescent Services and Staff will receive administrative support from the School Department."

| | TOWN BUDGET FY 1993 | EXPENDED FY 1991 | APPROPRIATED FY 1992 | PROF/SAL FY 1992* | RECOMMENDED FY 1993 |
|---|---|---|---|---|---|
| | **SELECTMEN** | | | | |
| 1 | SALARIES | $500 | $500 | | $500 |
| 2 | EXPENSE | $4,353 | $4,736 | | $2,532 |
| 3 | OTHER,METRO WEST | $2,000 | $2,000 | | $2,400 |
| 5 | MASS MUNICIP DUES | $0 | $0 | | $2,568 |
| 6 | JCC STUDY | $0 | $0 | | $5,000 |
| | TOTAL SELECTMEN | $6,853 | $7,236 | | $13,000 |
| | **CIVIL DEFENSE** | | | | |
| 7 | SALARY | $2,500 | $2,500 | | $2,500 |
| 8 | EQUIP, AMMO, SUPPLIES | $5,857 | $5,858 | | $5,858 |
| 9 | UNIFORMS | $2,930 | $2,930 | | $930 |
| | TOTAL CIVIL DEFENSE | $11,287 | $11,288 | | $9,288 |
| | **TOWN OFFICE** | | | | |
| | SALARIES: | | | | |
| | EXECUTIVE SECRETARY | | $61,645 | $65,739 | $65,739 |
| | ASST. EXEC. SECRTY | | $47,604 | $50,763 | $38,882 |
| | FIN. DIR./TOWN ACCT. | | $55,560 | $59,283 | $59,283 |
| | OFFICE ADMIN | | $25,614 | $27,597 | $27,597 |
| | S. SCHEDULE | | $23,392 | $26,078 | $26,078 |
| | CLERICAL | | $47,457 | | $51,784 |
| | OVERTIME/LONGEVITY | | $4,000 | | $4,000 |
| 10 | TOTAL SALARIES | $272,506 | $265,272 | | $273,363 |
| 11 | EXPENSE | $43,145 | $41,500 | | $41,500 |
| 12 | EQUIPMENT | $10,022 | $5,000 | | $5,000 |
| 13 | TELEPHONES | $33,262 | $28,000 | | $32,000 |
| 14 | CONTRACT SERVICES | $28,000 | $28,000 | | $28,000 |
| 15 | ENERGY COMMITTEE 82 | $377 | $0 | | $0 |
| 16 | TELEPHONE CONSULTANT | $1,275 | $0 | | $0 |
| 17 | CHARTER COMMISSION | $2,968 | $0 | | $0 |
| | TOTAL TOWN OFFICE | $391,555 | $367,772 | | $379,863 |
| | **WAYLAND TOWN BUILDING** | | | | |
| 18 | SALARIES | $49,949 | $50,342 | | $55,427 |
| 19 | BUILDING UTILITIES | $83,077 | $69,900 | | $68,900 |
| 20 | EXPENSE | $20,474 | $22,102 | | $22,100 |
| | TOTAL TOWN BUILDING | $153,500 | $142,344 | | $146,427 |
| | **OTHER TOWN BUILDG-COCHIT** | | | | |
| 21 | EXPENSES | $17,356 | $20,000 | | $17,500 |
| | **DATA PROCESSING** | | | | |
| | MANAGER | $46,246 | $45,985 | $48,159 | $48,159 |
| | COMPUTER OPERATOR | $550 | $2,200 | | $1,100 |
| 22 | TOTAL SAL | $46,796 | $48,185 | | $49,259 |
| | EXPENSES | | | | |



*SEE PAGE 41 FOR COMPLETE EXPLANATION.

| | TOWN BUDGET FY 1993 | EXPENDED FY 1991 | APPROPRIATED FY 1992 | PROF/SAL FY 1992 | RECOMMENDED FY 1993 |
|---|---|---|---|---|---|
| 23 | FORMS,SUPPLIES | $15,910 | $18,000 | | $19,900 |
| 24 | EDUCATION/TRAVEL | $961 | $1,000 | | $900 |
| | EQUIPMENT | | | | |
| 25 | RENTAL AND REPAIRS | $25,120 | $22,000 | | $18,000 |
| 26 | NEW APPLICATIONS | $7,133 | $0 | | $0 |
| 27 | PROFESSIONAL SERVICES | $21,400 | $21,800 | | $15,800 |
| | TOTAL DATA PROCESSING | $117,320 | $110,985 | | $103,859 |
| | TREASURER/COLLECTOR | | | | |
| | TREASURER/COL. SALARY | $38,712 | $38,196 | $40,791 | $40,791 |
| | CLERICAL SALARY | $43,386 | $52,614 | | $45,996 |
| 28 | TOTAL SALARIES | $82,098 | $90,810 | | $86,787 |
| | EXPENSES: | | | | |
| 29 | OPERATING EXPENSE | $1,951 | $2,177 | | $2,177 |
| 30 | TAX TITLE EXPENSE | $0 | $1,000 | | $8,375 |
| 31 | EXCISE TAX PROGRAM | $1,400 | $0 | | $0 |
| 32 | BANKING SERVICES | $20,394 | $12,400 | | $13,000 |
| 33 | LOCK BOX SEVICES | $11,374 | $15,036 | | $13,679 |
| 34 | COMPUTER TRAINING | $0 | $1,400 | | $800 |
| 35 | MAILING SERVICE | $0 | $1,400 | | $1,500 |
| | TOTAL TREAS/COLLECTOR | $117,217 | $124,223 | | $126,318 |
| | ASSESSORS | | | | |
| 36 | SALARIES | $4,200 | $4,600 | | $4,600 |
| 37 | PROF/CLERICAL | $74,909 | $78,974 | | $76,100 |
| 38 | EXPENSE | $2,012 | $5,500 | | $5,500 |
| 39 | PROF SERVICES | $6,500 | $15,000 | | $20,500 |
| 40 | PROPERTY REASSESS | $113,652 | $35,000 | | $35,000 |
| 41 | OTHER EXPENSE | $24 | $2,500 | | $3,000 |
| | TOTAL ASSESSORS | $201,297 | $141,574 | | $144,700 |
| 42 | FINANCE COMMITTEE | $0 | $160 | | $160 |
| | PERSONNEL BOARD | | | | |
| 43 | EXPENSE | $473 | $500 | | $500 |
| 44 | ADJUSTMENT FUND | $0 | $45,000 | | $2,700 |
| | TOTAL PERSONNEL BOARD | $473 | $45,500 | | $3,200 |
| | TOWN COUNSEL | | | | |
| | PROFESSIONAL SERVICES | | | | |
| | ASSOC. TOWN COUNSEL | $13,200 | $16,000 | | $16,000 |
| | LABOR COUNSEL | $3,825 | $8,000 | | $6,000 |
| | TOWN COUNSEL | $46,196 | $43,000 | | $43,000 |
| | TOTAL PROFESSIONAL SER | $50,021 | $67,000 | | $65,000 |
| | LEGAL EXPENSES | $1,531 | $2,000 | | $2,500 |
| | TAX TITLE | $0 | $3,500 | | $0 |
| 45 | TOTAL TOWN COUNSEL | $51,552 | $72,500 | | $67,500 |

| | TOWN BUDGET FY 1993 | EXPENDED FY 1991 | APPROPRIATED FY 1992 | PROF/SAL FY 1992 | RECOMMENDED FY 1993 |
|---|---|---|---|---|---|
| | **REGISTRARS** | | | | |
| 46 | SALARY | $650 | $675 | | $675 |
| 47 | LISTING | $1,480 | $1,500 | | $1,500 |
| | TOTAL REGISTRARS | $2,130 | $2,175 | | $2,175 |
| | **TOWN CLERK** | | | | |
| 48 | TOWN CLERK SALARY | $27,500 | $30,000 | | $30,349 |
| 49 | TOWN CLERK ADDED COMP | $400 | $400 | | $400 |
| 50 | CLERICAL | $16,698 | $17,775 | | $18,450 |
| 51 | EXPENSE | $2,255 | $2,806 | | $2,776 |
| 52 | TRAINING/EDUCATION | $417 | $0 | | $0 |
| | TOTAL TOWN CLERK | $47,270 | $50,981 | | $51,975 |
| | **ELECTIONS** | | | | |
| 53 | OFFICERS SALARIES | $5,377 | $4,709 | | $6,861 |
| 54 | EXPENSE | $5,475 | $7,464 | | $5,706 |
| | TOTAL ELECTIONS | $10,852 | $12,173 | | $12,567 |
| | **PLANNING BOARD** | | | | |
| 55 | EXPENSE | $1,994 | $4,000 | | $4,000 |
| 56 | PLANNING ADMINISTRATOR SAL | $41,748 | $41,481 | | $44,183 |
| | TOTAL PLANNING BOARD | $43,742 | $45,481 | | $48,183 |
| | **TOWN SURVEYOR** | | | | |
| | TOWN SURVEYOR SAL | $46,682 | $46,285 | $48,459 | $48,459 |
| | SURVEY/COMP SPEC SAL | $35,940 | $35,775 | | $38,265 |
| 57 | TOTAL SAL | $82,622 | $82,060 | | $86,724 |
| 58 | EXPENSE | $2,782 | $2,350 | | $2,350 |
| 59 | VEHICLE EXPENSE | $1,282 | $2,980 | | $1,230 |
| 60 | COMPUTER SYSTEM MAINT | $2,790 | $2,790 | | $2,480 |
| 61 | COMPUTER TRAINING | $0 | $0 | | $1,800 |
| | TOTAL TOWN SURVEYOR | $89,476 | $90,180 | | $94,584 |
| | **CONSERVATION** | | | | |
| 62 | EXPENSE | $5,209 | $5,963 | | $5,963 |
| 63 | PROF SERVICES/MISC | $0 | $2,500 | | $1,500 |
| 64 | SALARIES | $29,365 | $31,569 | $33,853 | $33,853 |
| 65 | CAPITAL IMPROVEMENT | $1,307 | $0 | | $0 |
| 66 | WATERTOWN DAIRY PURCHASE | $260,000 | $0 | | $0 |
| 67 | CARRIAGE SHED | $5,600 | $0 | | $0 |
| | TOTAL CONSERVATION | $301,481 | $40,032 | | $41,316 |
| | **HISTORICAL COMMISSION** | | | | |
| 68 | PROF SERVICES | $797 | $860 | | $900 |
| 69 | EXPENSE | $253 | $254 | | $214 |
| | TOTAL HISTORICAL COMM | $1,050 | $1,114 | | $1,114 |
| 70 | **SURFACE WATER QUALITY COM** | $0 | $5,000 | | $4,920 |

| | TOWN BUDGET FY 1993 | EXPENDED FY 1991 | APPROPRIATED FY 1992 | PROF/SAL FY 1992 | RECOMMENDED FY 1993 |
|---|---|---|---|---|---|
| 71 | HISTORIC DISTRICT COMM | $68 | $100 | | $100 |
| | COUNCIL ON AGING | | | | |
| 72 | SALARIES | $29,404 | $30,272 | | $37,017 |
| 73 | OPERATING EXPENSE | $3,485 | $3,500 | | $3,500 |
| 74 | EQUIPMENT | $746 | $400 | | $400 |
| 75 | TRANSPORTATION | $23,887 | $25,000 | | $23,600 |
| | TOTAL COUNCIL ON AGING | $57,522 | $59,172 | | $64,517 |
| | TOTAL GENERAL GOVERNMENT | $1,622,001 | $1,349,990 | | $1,333,266 |
| | POLICE | | | | |
| | SALARIES | | | | |
| | POLICE CHIEF SALARY | $52,585 | $52,567 | $55,171 | $55,171 |
| | LIEUTENANT SALARY | $28,724 | $41,038 | | $42,269 |
| | YOUTH OFFICER SAL | $32,746 | $0 | | $0 |
| | SERGEANTS SALARY | $191,843 | $175,310 | | $182,305 |
| | DETECTIVES SAL | $95,968 | $0 | | $0 |
| | SPECIALISTS | $0 | $144,300 | | $120,048 |
| | PATROLMEN SAL | $336,950 | $288,600 | | $300,120 |
| | INTERNS SAL | $6,290 | $5,506 | | $6,000 |
| | OVERTIME SAL | $112,649 | $75,134 | | $75,134 |
| | HOLIDAY SAL | $34,928 | $41,214 | | $43,634 |
| | SCHOOL TRAFFIC SUPR | $8,368 | $8,612 | | $12,918 |
| | COURT TIME | $6,734 | $10,500 | | $10,500 |
| | CLERK | $24,679 | $25,318 | | $27,102 |
| | TUITION REIMB | $3,000 | $1,000 | | $1,000 |
| | NIGHT DIFFERENTIAL | $13,453 | $15,109 | | $15,251 |
| | LONGEVITY | $0 | $3,850 | | $3,750 |
| | PROFESSIONAL STIPEND | $0 | $7,200 | | $7,500 |
| | ED. INCENTIVE | $0 | $48,426 | | $50,454 |
| 1 | TOTAL SALARIES | $948,917 | $943,684 | | $953,156 |
| | EXPENSE: | | | | |
| 2 | OPERATING EXPENSE | $10,850 | $11,850 | | $11,850 |
| 3 | UNIFORM EXPENSE | $15,450 | $12,150 | | $14,800 |
| 4 | TRAINING EXPENSE | $29,999 | $30,000 | | $30,000 |
| 5 | YOUTH OFFICER EXPENSE | $798 | $800 | | $800 |
| 6 | CRIME PREVENTION | $805 | $800 | | $800 |
| 7 | SPECIAL SERVICES | $500 | $500 | | $500 |
| 8 | ANNUAL PHYSICALS | $2,000 | $2,000 | | $2,000 |
| 9 | OUT-OF-STATE TRAVEL | $1,500 | $1,500 | | $1,500 |
| 10 | PUBLIC SAFETY COMPUTER | $5,000 | $5,000 | | $5,000 |
| | EQUIPMENT | | | | |
| 11 | POLICE CARS PURCHASE | $58,260 | $59,000 | | $55,600 |
| 12 | VEHICLE OPERATION EXPENSE | $15,000 | $15,000 | | $15,000 |
| 13 | NEW EQUIPMENT,MISC,OFFICE | $2,103 | $2,103 | | $2,103 |

| | TOWN BUDGET FY 1993 | EXPENDED FY 1991 | APPROPRIATED FY 1992 | PROF/SAL FY 1992 | RECOMMENDED FY 1993 |
|---|---|---|---|---|---|
| 14 | OTHER EQUIPMENT | $0 | $3,000 | | $0 |
| 15 | EQUIPMENT MAINT & REPAIR | $5,100 | $5,100 | | $5,100 |
| 16 | VEHICLE GASOLINE | $21,000 | $21,000 | | $21,000 |
| 17 | ACCREDITATION | $2,268 | $0 | | $0 |
| 18 | RADIO–BAPERN FEE | $960 | $0 | | $0 |
| | TOTAL POLICE DEPT | $1,120,510 | $1,113,487 | | $1,119,209 |
| | FIRE | | | | |
| | SALARIES | | | | |
| | CHIEF SALARY | $56,935 | $48,500 | $52,087 | $52,087 |
| | DEPUTY CHIEF SAL | $38,314 | $38,868 | | $40,243 |
| | CAPTAINS SAL | $142,640 | $105,041 | | $108,152 |
| | LIEUTENANTS SAL | $0 | $124,004 | | $130,124 |
| | FIREFIGHTERS SAL | $551,227 | $470,558 | | $485,911 |
| | INCENTIVE & EMT | $30,525 | $31,400 | | $34,000 |
| | OVERTIME | $95,289 | $59,407 | | $66,300 |
| | CALLBACK PAY | $10,935 | $10,000 | | $10,000 |
| | HOLIDAY PAY | $38,780 | $38,789 | | $40,751 |
| | CALLMEN HOURLY | $4,711 | $5,000 | | $5,000 |
| | CALLMEN ANNUALLY | $0 | $3,500 | | $4,400 |
| | CLERICAL PART TIME | $2,252 | $2,500 | | $3,000 |
| | CALLBACK PAY: AMBULANCE | $29,436 | $30,000 | | $19,000 |
| 19 | TOTAL SALARIES | $1,001,044 | $967,567 | | $998,968 |
| 20 | OPERATING EXPENSE | $7,435 | $7,756 | | $7,800 |
| 21 | AMBULANCE EXPENSE | $3,991 | $4,000 | | $5,000 |
| 22 | FIRE ALARM SYSTEM EXPENSE | $2,609 | $2,800 | | $2,800 |
| 23 | TRAINING AND EDUCATION | $1,969 | $1,800 | | $2,000 |
| 24 | UNIFORM EXPENSE | $10,500 | $10,500 | | $10,900 |
| 25 | OUT OF STATE TRAVEL | $260 | $300 | | $500 |
| 26 | PHYSICAL EXAMS | $2,595 | $1,500 | | $1,500 |
| | EQUIPMENT | | | | |
| 27 | MISC. EQUIPMENT & HOSE | $9,991 | $10,000 | | $13,400 |
| 28 | EQUIPMENT MAINTENANCE | $5,686 | $5,700 | | $6,500 |
| 29 | EQUIPMENT RENTAL | $88 | $600 | | $150 |
| 30 | VEHICLE GASOLINE | $6,000 | $6,000 | | $6,000 |
| 31 | COMPUTER | $5,000 | $5,000 | | $5,000 |
| | TOTAL FIRE DEPT. | $1,057,168 | $1,023,523 | | $1,060,518 |
| | INSPECTION | | | | |
| | SALARIES | | | | |
| | BLDG.&ZONING INSP.SAL | $33,497 | $33,515 | $35,858 | $35,858 |
| | DEP BLDG INSP | $16,223 | $12,085 | | $0 |
| | SUB INSPECTOR SAL | $1,734 | $1,806 | | $2,107 |
| | WIRING INSPECTOR | $9,069 | $9,069 | | $9,341 |
| | GAS/PLMING INSPECTOR | $3,902 | $4,552 | | $9,341 |
| | PLUMBING INSPECTOR | $4,702 | $4,552 | | $0 |
| | CLERICAL | $30,919 | $30,844 | | $31,811 |
| | SEALER OF WEIGHTS,MEAS | $414 | $500 | | $500 |
| 32 | TOTAL SALARIES | $100,460 | $96,923 | | $88,958 |
| | EXPENSE: | | | | |
| 33 | BUILDING & ZONING EXPENSE | $2,720 | $2,775 | | $3,375 |

| | TOWN BUDGET FY 1993 | EXPENDED FY 1991 | APPROPRIATED FY 1992 | PROF/SAL FY 1992 | RECOMMENDED FY 1993 |
|---|---|---|---|---|---|
| 34 | INSPECTORS EXPENSE | $2,072 | $2,100 | | $2,100 |
| 35 | ZONING BOARD EXPENSE | $709 | $785 | | $785 |
| 36 | PROFESSIONAL SERVICE | $1,085 | $0 | | $0 |
| | EQUIPMENT | | | | |
| 37 | VEHICLE EXPENSE | $1,158 | $1,200 | | $1,200 |
| 38 | VEHICLE GASOLINE | $840 | $840 | | $840 |
| 39 | CONTRACT SERVICES | $1,586 | $1,725 | | $1,175 |
| | DOG OFFICER: | | | | |
| 40 | DOG OFFICER SALARY | $22,619 | $22,220 | $24,558 | $24,558 |
| 41 | DOG OFFICER EXPENSE | $1,681 | $1,670 | | $1,670 |
| 42 | BOARD VET FEES | $1,197 | $1,100 | | $1,800 |
| 43 | VEHICLE EXPENSE | $1,236 | $700 | | $0 |
| | TOTAL INSPECTION | $137,363 | $132,038 | | $126,461 |
| | JOINT COMMUNICATIONS | | | | |
| 44 | DISPATCHERS SAL | $193,179 | $192,587 | | $197,136 |
| 45 | OPERATING EXPENSE | $18,840 | $18,840 | | $18,840 |
| 46 | BLDG. EXPENSE,MAINT,REPAIR | $12,600 | $12,600 | | $12,600 |
| 47 | BLDG. EXP UTILITIES | $45,518 | $45,400 | | $47,400 |
| 48 | REPAIRS PUBLIC SAFETY BLDG. | $10,000 | $10,000 | | $10,000 |
| 49 | EQUIPMENT | $3,670 | $0 | | $0 |
| | TOTAL JOINT COMM | $283,807 | $279,427 | | $285,976 |
| | TOTAL PROTECTION | $2,598,848 | $2,548,475 | | $2,592,164 |
| | BOARD OF HEALTH | | | | |
| | SALARIES: | | | | |
| | BOARD MEMBERS | $150 | $150 | | $150 |
| | SECRETARY TO THE BOARD | $23,534 | $24,428 | | $25,185 |
| | SUB SECRETARY | $1,141 | $720 | | $720 |
| | ANIMAL INSPECTOR | $804 | $804 | | $804 |
| | HEALTH DIRECTOR | $37,896 | $37,946 | $39,813 | $39,813 |
| 1 | TOTAL SALARIES | $63,525 | $64,048 | | $66,672 |
| | EXPENSES: | | | | |
| 2 | OFFICE EXPENSE | $4,103 | $4,400 | | $4,400 |
| 3 | IN STATE TRAVEL EXPENSE | $65 | $700 | | $175 |
| | CONTRACT/PROF SERVICES | | | | |
| 4 | MENTAL HEALTH CLINICS | $42,538 | $42,730 | | $41,230 |
| 5 | PARMENTER NURSING CARE | $126,247 | $126,247 | | $121,247 |
| 6 | MOSQUITO CONTROL | $14,000 | $15,000 | | $14,000 |
| | SPECIAL BUDGET ITEMS: | | | | |
| 7 | WATER QUALITY STUDY | $245 | $3,500 | | $3,000 |
| 8 | HAZARDOUS WASTE MGT | $15,802 | $20,286 | | $17,786 |
| 9 | SANITARIAN & ENVIRON | $32,286 | $36,645 | | $36,645 |
| | TOTAL BOARD OF HEALTH | $298,811 | $313,556 | | $305,155 |

| | TOWN BUDGET FY 1993 | EXPENDED FY 1991 | APPROPRIATED FY 1992 | PROF/SAL FY 1992 | RECOMMENDED FY 1993 |
|---|---|---|---|---|---|
| | **HIGHWAY** | | | | |
| | SALARIES: | | | | |
| | DIRECTOR OF HIGHWAY | $45,144 | $46,394 | $49,673 | $49,673 |
| | CLERK SALARY | $23,429 | $44,875 | | $46,666 |
| | HIGHWAY LABOR SALARY | $330,342 | $333,683 | | $345,193 |
| | OVERTIME,LABOR | $58,789 | $48,300 | | $45,000 |
| | SECRETARIAL SERVICES, COMMISSIC | $0 | $0 | | $5,000 |
| 1 | TOTAL SALARIES | $457,704 | $473,252 | | $491,532 |
| | MAINTENANCE: | | | | |
| 2 | MAINTENANCE OF ROADS | $50,453 | $30,000 | | $30,000 |
| 3 | MAINTENANCE OF EQUIPMENT | $71,160 | $70,000 | | $70,000 |
| 4 | SNOW REMOVAL | $51,000 | $51,000 | | $51,000 |
| 5 | SNOW REMOVAL/PRIVATE WAYS | $7,000 | $7,000 | | $7,000 |
| | CONTRACT/PROFESSIONAL SERVICES | | | | |
| 6 | CONTRACT BASIN CLEANING | $11,358 | $12,000 | | $13,000 |
| 7 | CONTRACT LINE PAINTING | $7,000 | $9,000 | | $10,000 |
| 8 | ROAD RESURFACING | $150,000 | $150,000 | | $118,500 |
| 9 | CRACK SEALING | $0 | $10,000 | | $8,000 |
| 10 | STONE SEALING | $0 | $10,000 | | $8,000 |
| | EQUIPMENT | | | | |
| 11 | EQUIPMENT MISC. | $6,943 | $10,000 | | $7,000 |
| 12 | HIGHWAY GAS | $5,802 | $0 | | $0 |
| | BUILDING MAINTENANCE: | | | | |
| 13 | HIGHWAY GARAGE REPAIR | $6,004 | $8,500 | | $3,924 |
| 14 | HIGHWAY GARAGE UTILITIES | $21,993 | $21,500 | | $22,000 |
| 15 | OFFICE EXPENSE | $3,000 | $5,000 | | $5,000 |
| | TOTAL HIGHWAY | $849,417 | $867,252 | | $844,956 |
| | **HIGHWAY–LANDFILL** | | | | |
| 16 | SALARIES: | $91,565 | $96,572 | | $112,477 |
| | EXPENSE: | | | | |
| 17 | WASTE,OIL COLLECTION | $513 | $1,000 | | $500 |
| 18 | LEACHATE COLLECTION | $10,000 | $10,000 | | $20,000 |
| 19 | DISPOSAL OF METAL | $2,000 | $0 | | $0 |
| 20 | DISPOSAL OF WOOD | $9,300 | $10,000 | | $16,000 |
| 21 | RECYCLE TRASH | ($550) | $0 | | $0 |
| 22 | FUEL | $0 | $14,000 | | $9,000 |
| | PROFESSIONAL SERVICES | | | | |
| 23 | MISC. ENGINEERING | $57,199 | $64,500 | | $40,000 |
| 24 | OPERATING CONTRACT | $14,083 | $0 | | $0 |
| | BUILDING: | | | | |
| 25 | REPAIRS | $3,500 | $3,900 | | $3,500 |
| 26 | UTILITIES | $11,526 | $10,000 | | $6,000 |
| 27 | OTHER EXPENSE | $4,731 | $6,000 | | $6,000 |
| 28 | MAINT REPAIRS | $3,382 | $4,000 | | $4,750 |
| 29 | LEASE EQUIPMENT | $90,756 | $74,700 | | $74,700 |
| 30 | OTHER EXPENSE: COVER | $3,096 | $6,500 | | $5,000 |
| 31 | MISC. EQUIPMENT | $0 | $4,800 | | $5,000 |
| | TOTAL LANDFILL | $301,101 | $305,972 | | $302,927 |

| | TOWN BUDGET FY 1993 | EXPENDED FY 1991 | APPROPRIATED FY 1992 | PROF/SAL FY 1992 | RECOMMENDED FY 1993 |
|---|---|---|---|---|---|
| | **WELFARE** | | | | |
| 1 | VET BENEFIT APPROP | $7,499 | $5,000 | | $4,200 |
| 2 | MISCELLANEOUS | $1,059 | $250 | | $250 |
| 3 | SALARIES | $2,600 | $2,600 | | $2,600 |
| | TOTAL WELFARE | $11,158 | $7,850 | | $7,050 |
| | **SCHOOLS** | | | | |
| 1 | REGULAR INSTRUCTION 1 | $6,107,945 | $6,657,256 | | $6,680,245 |
| 2 | SPECIAL INSTRUCTION 2 | $1,661,432 | $1,862,367 | | $1,932,253 |
| 3 | INSTRUCTIONAL SERVICES 3 | $1,491,209 | $1,632,055 | | $1,647,596 |
| 4 | OPERATIONS SERVICES 4 | $1,348,170 | $1,396,981 | | $1,373,054 |
| 5 | POLICY ADMIN. SERV. 5 | $464,099 | $479,166 | | $495,023 |
| 6 | OUT OF STATE TRAVEL 6 | $11,440 | $15,525 | | $13,550 |
| | TOTAL SCHOOLS | $11,084,295 | $12,043,350 | | $12,141,721 |
| 7 | **REGIONAL VOCATIONL SCHOOL** | $171,274 | $298,000 | | $208,385 |
| | **DIRECTOR YOUTH SERVICES** | | | | |
| | DIRECTOR YOUTH SERVICES | $34,384 | $37,946 | $39,813 | $39,813 |
| | ASSOC DIRECTOR YOUTH SER | $30,771 | $30,561 | | $32,335 |
| 8 | TOTAL YOUTH SERV SAL | $65,155 | $68,507 | | $72,148 |
| 9 | EXPENSE | $1,800 | $3,025 | | $1,970 |
| 10 | AUTOMOBILE EXPENSE | $729 | $600 | | $500 |
| 11 | AUTOMOBILE REPAIR | $0 | $700 | | $400 |
| | TOTAL DIR YOUTH SERVICES | $67,684 | $72,832 | | $75,018 |
| | **LIBRARY** | | | | |
| | SALARIES | | | | |
| | LIBRARY DIRECTOR | $43,029 | $43,203 | $45,284 | $45,284 |
| | ADM ASSISTANT | $23,397 | $24,529 | | $25,553 |
| | CHILDREN'S LIBRARIAN | $25,805 | $28,512 | | $28,673 |
| | ASST. CHILDREN'S LIBRARIAN | $20,056 | $21,547 | | $23,127 |
| | LIBRARY ASSISTANTS | $53,592 | $0 | | $0 |
| | PAGES SALARY | $5,384 | $5,558 | | $5,558 |
| | CLERKS SALARY | $16,434 | $12,954 | | $9,925 |
| | CUSTODIAN SALARY | $20,582 | $21,761 | | $22,259 |
| | REF LIBRARIAN/SUNDAY | $2,089 | $1,714 | | $1,714 |
| | TECH SERVICES & REF | $29,628 | $30,821 | | $32,634 |
| | CIRCULATION | $22,251 | $80,143 | | $83,472 |
| | SATURDAY DIFFERENTIAL | $0 | $540 | | $540 |
| | LONGEVITY | $0 | $0 | | $1,850 |
| 1 | TOTAL SALARIES | $262,247 | $271,282 | | $280,589 |
| 2 | OPERATING EXPENSE | $34,991 | $35,000 | | $35,000 |
| 3 | OUT OF STATE TRAVEL | $644 | $550 | | $550 |
| 4 | TUITION REIMBURSEMENT | $1,500 | $1,500 | | $1,500 |
| 5 | MATERIALS PURCHASE | $45,000 | $56,000 | | $56,000 |
| 6 | STATE AID, MATERIALS | $5,901 | $0 | | $0 |
| 7 | BUILDING REPAIRS | $3,405 | $3,500 | | $3,500 |
| 8 | LIBRARY AUTOMATION | $19,990 | $20,000 | | $20,000 |

| | TOWN BUDGET FY 1993 | EXPENDED FY 1991 | APPROPRIATED FY 1992 | PROF/SAL FY 1992 | RECOMMENDED FY 1993 |
|---|---|---|---|---|---|
| | TOTAL LIBRARY | $373,678 | $387,832 | | $397,139 |
| | PARK & RECREATION | | | | |
| | SALARIES: | | | | |
| | SUPERINTENDENT | $48,274 | $47,604 | $50,763 | $50,763 |
| | LABOR | $187,985 | $160,388 | | $169,565 |
| | CLERICAL REGULAR | $21,801 | $21,520 | | $21,520 |
| 1 | TOTAL SALARIES | $258,060 | $229,512 | | $241,848 |
| | EXPENSE: | | | | |
| 2 | REPAIRS & MISC. | $37,980 | $37,980 | | $37,980 |
| 3 | MATERIALS & SUPPLIES | $8,480 | $8,480 | | $8,480 |
| 4 | UNIFORM EXPENSE | $2,640 | $3,360 | | $3,360 |
| 5 | TREE PLANTING | $1,310 | $1,500 | | $1,500 |
| 6 | BUILDING REPAIRS & MAT | $4,529 | $0 | | $0 |
| 7 | RECORDED SERVICES | $221 | $500 | | $500 |
| 8 | PLAYGROUND APPARATUS | $384 | $500 | | $500 |
| 9 | TRAVEL & DUES IN STATE | $491 | $500 | | $500 |
| 10 | TRAVEL OUT OF STATE | $950 | $1,050 | | $1,050 |
| | EQUIPMENT | | | | |
| 11 | MISC SMALL EQUIPMENT | $999 | $1,000 | | $1,000 |
| 12 | REPAIR SUPPLY & EQUIP | $4,449 | $4,500 | | $4,500 |
| | BUILDING REPAIRS | | | | |
| 13 | LIGHTING, ETC. | $0 | $4,505 | | $4,505 |
| | CONTRACT/PROF SERVICES | | | | |
| 14 | TREE TRIMMING | $17,884 | $18,000 | | $18,000 |
| 15 | PUBLIC WORKS EXPENSE | $1,885 | $2,000 | | $2,000 |
| 16 | DUTCH ELM DISEASE EXP | $285 | $800 | | $800 |
| | TOTAL PARK & RECREATION | $340,547 | $314,187 | | $326,523 |
| 17 | FEE SUPPORTED PROGRAMS | $282,899 | $300,000 | | $288,000 |
| | UNCLASSIFIED | | | | |
| 1 | INSURANCE GENERAL | $321,454 | $325,000 | | $325,000 |
| 2 | INSURANCE 32B | $1,000,000 | $1,150,000 | | $1,240,000 |
| 3 | UNEMPLOYMENT COMPENSATION | $20,042 | $10,000 | | $10,000 |
| 4 | STREET LIGHTING | $82,662 | $77,000 | | $77,000 |
| 5 | HYDRANT RENTAL | $41,000 | $41,000 | | $18,000 |
| 6 | TOWN MEETING WARRANT | $13,545 | $16,000 | | $16,000 |
| 7 | RESERVE FUND | $0 | $130,000 | | $113,700 |
| 8 | PUBLIC CEREMONIES | $1,605 | $1,200 | | $2,500 |
| 9 | SURETY BONDS | $784 | $1,000 | | $800 |
| 10 | TOWN CLOCKS | $0 | $200 | | $200 |
| 11 | NON CONTRIBUTORY PENSION | $25,112 | $29,500 | | $31,000 |
| 12 | PENSION DISABILITY ACCT | $10,000 | $10,000 | | $10,000 |
| 13 | OCCUPATIONAL HEALTH NURSE | $12,856 | $12,000 | | $6,000 |
| 14 | MEDICAL CONTRIBUTION | $50,000 | $55,000 | | $55,000 |
| 15 | RES SALARY SETTLEMENTS | $0 | $100,000 | | $0 |
| | TOTAL UNCLASSIFIED | $1,579,060 | $1,957,900 | | $1,905,200 |

| | TOWN BUDGET FY 1993 | EXPENDED FY 1991 | APPROPRIATED FY 1992 | PROF/SAL FY 1992 | RECOMMENDED FY 1993 |
|---|---|---|---|---|---|
| | **DEBT AND INTEREST** | | | | |
| | INTEREST | | | | |
| 1 | BOND ANTICIPATION NOTES | $0 | $10,000 | | $10,000 |
| 2 | BOND ANTICIPATION NOTES EX | $71,030 | $215,000 | | $100,000 |
| 3 | FAAN | $2,604 | $1,855 | | $2,800 |
| 4 | ANTICIPATION REVENUE | $0 | $10,000 | | $10,000 |
| 5 | SCHOOLS, 1972 | $4,500 | $2,250 | | $0 |
| 6 | MULTI PURPOSE 1985 EXEMPT | $22,538 | $17,663 | | $12,600 |
| 7 | MULTI PURPOSE 1986 EXEMPT | $47,188 | $39,063 | | $30,625 |
| 8 | MULTI PURPOSE 1986 | $13,650 | $10,400 | | $7,875 |
| 9 | LAKE SHORE,LINER | $3,983 | $1,328 | | $0 |
| 10 | MULTI PURPOSE 1988 | $59,880 | $47,560 | | $35,520 |
| 11 | ROAD ISSUE 1987 EXEMPT | $192,150 | $166,950 | | $141,750 |
| 12 | BOND ISSUE 1989 | $29,016 | $13,795 | | $9,300 |
| 13 | BOND ISSUE EXEMPT 1989 | $206,119 | $118,885 | | $103,075 |
| 14 | STATE HOUSE NOTE,INT | $1,740 | $1,160 | | $580 |
| 15 | MULTI PURPOSE EXEMPT 1990 | $0 | $57,079 | | $51,015 |
| 16 | MULTI PURPOSE EXEMPT 1990 | $0 | $3,661 | | $2,795 |
| 17 | MULTI PURP EX 91 HIGH SCHL | $0 | $0 | | $400,698 |
| 18 | MULTI PURP EX 91 LOKER | $0 | $0 | | $73,290 |
| 19 | MULTI PURP EX 91 LANDFILL | $0 | $0 | | $24,915 |
| | MATURING DEBT | | | | |
| 20 | 1972 SCHOOL | $45,000 | $45,000 | | $0 |
| 21 | REGISTERED BOND COST | $1,296 | $1,296 | | $1,296 |
| 22 | MULTI PURPOSE 1985 EXEMPT | $75,000 | $75,000 | | $60,000 |
| 23 | MULTI PURPOSE 1986 EXEMPT | $125,000 | $125,000 | | $125,000 |
| 24 | MULTI PURPOSE 1986 | $60,000 | $40,000 | | $35,000 |
| 25 | LAKE SHORE, LINER | $45,000 | $45,000 | | $0 |
| 26 | NEW BOND ISSUE 1988 | $220,000 | $215,000 | | $215,000 |
| 27 | ROAD ISSUE 1987 EXEMPT | $450,000 | $450,000 | | $450,000 |
| 28 | BOND ISSUE 1989 EXEMPT | $257,000 | $255,000 | | $255,000 |
| 29 | BOND ISSUE 1989 | $78,000 | $75,000 | | $70,000 |
| 30 | STATE HOUSE NOTES | $8,000 | $8,000 | | $8,000 |
| 31 | MULTI PURPOSE EXEMPT 1990 | $0 | $105,000 | | $105,000 |
| 32 | MULTI PURPOSE EXEMPT 1990 | $0 | $15,000 | | $15,000 |
| 33 | MULTI PURP EX 91 HIGH SCHL | $0 | $0 | | $330,000 |
| 34 | MULTI PURP EX 91 LOKER | $0 | $0 | | $140,000 |
| 35 | MULTI PURP EX 91 LANDFILL | $0 | $0 | | $60,000 |
| | TOTAL DEBT & INTEREST | $2,018,694 | $2,170,945 | | $2,886,134 |
| | GRAND TOTAL BUDGET | $21,599,467 | $22,938,141 | | $23,613,638 |

The Town Budget includes a column headed Prof/Sal FY1992. This column is a listing of salary amounts for G-Schedule employees effective June 30, 1992. A schedule is included at the end of the budget which shows the step and salary increases that have accrued or will occur during FY91 and FY92 to bring salaries up to this budget level. For FY93 no increases are included for G-Schedule employees in the budget. Salaries will be frozen at the June 30, 1992 level.

| G/S SCHEDULE POSITIONS | BUDGET AMNT JULY 1,1991 | FY 91 STEPS JAN1,91–6/30/91 | SALARY INC FY 1992 3% | FY 92 STEPS JULY 91–JUNE 92 | JUNE 30, 1992 ACTUAL SALRY |
|---|---|---|---|---|---|
| | A | B | C | D | A+B+C+D |
| EXEC. SECRETARY | $61,645 | $1,091 | $1,883 | $1,120 | $65,739 |
| ASST EXEC SECRETARY | $47,604 | $840 | $1,454 | $865 | $50,763 |
| FINANCE DIR/T ACCT | $55,560 | $998 | $1,697 | $1,028 | $59,283 |
| DATA PROCESSING MAN. | $45,985 | $771 | $1,403 | | $48,159 |
| TREASURER/COLLECTOR | $37,946 | $707 | $1,160 | $728 | $40,541 |
| TOWN SURVEYOR | $45,985 | $771 | $1,403 | | $48,159 |
| SURVEYOR/COMP SPEC | $35,674 | $641 | $1,089 | $661 | $38,065 |
| CONSERVATION ADMIN | $31,569 | $649 | $967 | $668 | $33,853 |
| COUNCIL ON AGING | $30,272 | $649 | $928 | $668 | $32,517 |
| POLICE CHIEF | $52,567 | | $1,576 | $1,028 | $55,171 |
| FIRE CHIEF | $48,500 | $1,072 | $1,487 | $1,028 | $52,087 |
| BLDG INSPECTOR | $33,515 | $649 | $1,025 | $669 | $35,858 |
| DOG OFFICER | $22,220 | $1,187 | $702 | $449 | $24,558 |
| HEALTH DIRECTOR | $37,946 | | $1,139 | $728 | $39,813 |
| HIGHWAY DIRECTOR | $46,394 | $916 | $1,420 | $943 | $49,673 |
| WASTE WATER SUPERV | $31,569 | $2,825 | $1,030 | $660 | $36,084 |
| DIRECTOR YOUTH SERVICES | $37,946 | | $1,139 | $728 | $39,813 |
| LIBRARY DIRECTOR | $42,903 | | $1,287 | $794 | $44,984 |
| PARK AND RECREATION SUP | $47,604 | $840 | $1,454 | $865 | $50,763 |
| TOWN PLANNER | $41,481 | $707 | $1,266 | $729 | $44,183 |
| WATER SUPT. | $46,764 | $840 | $1,428 | $866 | $49,898 |
| ASST. ASSESSOR | | | | | |
| ADMIN SECRETARY | $25,776 | $508 | $789 | $524 | $27,597 |
| SEC/WORD PROCESSING CO | $23,392 | $925 | $730 | $1,031 | $26,078 |
| ADMIN ASST POLICE | $24,317 | | $730 | $1,031 | $26,078 |
| SOLID WASTE FACILITY DIR | | $640 | $1,032 | $660 | $36,084 |
| TOTALS | $955,134 | $18,226 | $30,218 | $18,471 | $1,055,801 |

| | CAPITAL BUDGET | REQUESTED FY 1993 |
|---|---|---|
| | **DATA PROCESSING** | |
| 1 | COMPUTER UPDATE | $130,000 |
| | **TOWN SURVEYOR** | |
| 2 | COMPUTER UPDATE | $11,300 |
| 3 | VAN REPLACEMENT | $15,000 |
| | **FIRE DEPARTMENT** | |
| 4 | LADDER/PUMPER TRUCK | $300,000 |
| 5 | PICKUP TRUCK | $20,000 |
| | **HIGHWAY DEPARTMENT** | |
| 6 | DUMP TRUCK, PLOW, SANDER | $95,000 |
| 7 | STREET SWEEPER | $100,000 |
| 8 | SMALL DUMP TRUCK | $30,000 |
| 9 | SKID STEER LOADER | $22,000 |
| 10 | GARAGE BOILER | $50,000 |
| 11 | AIR COMPRESSOR | $11,000 |
| 12 | FUEL TANK REPL | $50,000 |
| 13 | INSULATED GARAGE DOORS | $35,000 |
| 14 | LANDFILL:STATIONARY COMPACTOR | $20,000 |
| | **SCHOOL DEPARTMENT** | |
| 15 | BUS REPLACEMENT | $70,000 |
| 16 | INSTRUCTIONAL COMPUTERS | $60,000 |
| | **PARK AND RECREATION** | |
| 17 | LINE PAINTER | $9,000 |
| 18 | TRACTOR LOADER | $35,000 |
| | TOTAL CAPITAL BUDGET | $1,063,300 |
| | HIGHWAY ROAD REPAIRS | $234,344 (STATE TRANSP FUNDS) |

ARTICLE 6. WAYLAND/SUDBURY SEPTAGE TREATMENT PLANT

Proposed by: Board of Road Commissioners Estimated Cost: $607,167

To determine whether the Town will vote to appropriate a sum of money to be expended by the Board of Road Commissioners for the operation of the Wayland/Sudbury Septage Facility; to determine whether such appropriation shall be provided by taxation, by transfer from unappropriated available funds, by transfer of funds already appropriated for another purpose, by borrowing or otherwise.

FINANCE COMMITTEE COMMENTS: This Article provides for the annual appropriation of the Wayland/Sudbury Septage Treatment Plan.

RECOMMENDATION: The Finance Committee recommends approval of this Article. Vote. Unanimous.

QUANTUM OF VOTE: Majority - see Massachusetts General Laws, Chapter 40, Section 5; two-thirds for borrowing - see Massachusetts General Laws, Chapter 44, Section 7.

| SEPTAGE BUDGET FY 1993 | RECOMMENDED FY 93 |
|---|---|
| SALARIES | $125,108 |
| EXPENSE | |
| OPERATING EXPENSE | $63,000 |
| OTHER EXPENSE | $6,500 |
| CONTRACTED/PROFESS SERVICES | $10,000 |
| OUT OF STATE TRAVEL | $500 |
| EQUIPMENT | |
| CAPITAL REPLACEMENT | $75,000 |
| PURCHASE/RENTAL | $7,000 |
| MAINTENANCE/REPAIRS | $23,000 |
| MATERIAL/SUPPLIES | $6,000 |
| BUILDING/MAINT EXPENSE | |
| MAINT/REPAIRS/RENOVATIONS | $4,000 |
| BUILDING UTILITIES | $1,500 |
| OTHER EXPENSE | $5,000 |
| SPECIAL BUDGET ITEMS | |
| RESERVE FOR EMERGENCY REPAIRS | $125,000 |
| DEBT SERVICE | $91,059 |
| INDIRECT EXPENSES | |
| ADMINISTRATION | $35,000 |
| INSURANCE FRINGE BENEFITS | $22,000 |
| OTHER INSURANCE | $7,500 |
| TOTAL BUDGET REQUEST | $607,167 |
| REVENUE SOURCES | |
| ANTICIPATED REVENUE | $480,000 |
| RETAINED EARNINGS | $127,167 |
| TOTAL REVENUES | $607,167 |

ARTICLE 7. FY93 WATER DEPARTMENT BUDGET

Proposed by: Board of Selectmen Estimated Cost: $621,504

To determine whether the Town will appropriate a sum of money to be expended by the Board of Water Commissioners for the operation and expenses of the Water Department; to determine whether such appropriation shall be provided by taxation, by appropriation from available funds, by transfer of funds already appropriated for another purpose, by borrowing or otherwise.

**WATER DEPARTMENT BUDGET**

| | | EXPENDED FY 1991 | RECOMMENDED FY 1992 | PROF/SAL FY 1992 | RECOMMENDED FY 1993 |
|---|---|---|---|---|---|
| | SALARIES | | | | |
| | COMMISSIONERS | | $225 | | $225 |
| | SUPERINTENDENT | | $49,452 | $49,898 | $50,248 |
| | ASST. SUPERINTENDENT | | $0 | | $41,177 |
| | TOWN OFFICE | | $34,337 | | $37,385 |
| | LABOR SALARY | | $201,134 | | $185,969 |
| 1 | TOTAL SALARIES | $240,962 | $285,148 | | $315,004 |
| 2 | MAINTENANCE | $173,514 | $247,500 | | $251,500 |
| | EQUIPMENT | | | | |
| 3 | NEW VEHICLE: TRUCK | $0 | $15,000 | | $15,000 |
| | SPECIAL BUDGET ITEMS | | | | |
| 4 | WATERMAIN IMPROVEMENT | $20,617 | $30,000 | | $0 |
| 5 | METER RENEWAL | $7,780 | $0 | | $0 |
| 6 | NEW WELL & PUMPING STATION | $102,947 | $0 | | $0 |
| 7 | POLICE DETAILS | $4,658 | $3,000 | | $3,000 |
| 8 | COST OF BORROWING | $57,630 | $30,000 | | $37,000 |
| 9 | CLEAN WELLS | $0 | $25,000 | | $0 |
| 10 | LAND ACQUISITION | $0 | $40,000 | | $0 |
| | TOTAL WATER DEPARTMENT | $608,108 | $675,648 | | $621,504 |

FINANCE COMMITTEE COMMENTS: This Article provides funds according to the proposed budget for the operation of the Water Department for fiscal year 1993.

RECOMMENDATION: The Finance Committee recommends approval of this Article. Vote. Unanimous.

QUANTUM OF VOTE: Majority - see Massachusetts General Laws, Chapter 40, Section 5, and Chapter 44, Section 33B. Two thirds for borrowing - see Massachusetts General Laws, Chapter 44, Section 7.

ARTICLE 8. COMMENTS ON WARRANT ARTICLES

Proposed by: Board of Selectmen

To determine whether the Town will vote to amend its General By-Laws by deleting Section 3 of Article 4, Finances, in its entirety, and inserting in its place and stead the following new Section 3.

"Section 3: The Board of Selectmen, after drawing a warrant for a town meeting, shall immediately forward a copy thereof to the Finance Committee, which shall consider any or all articles in the warrant in order to present therein, for each article so considered, a balanced, objective, unbiased, and factual discussion of the underlying issues, while refraining from (1) opining on the merits or demerits of the proposal and, (2) recommending for or against its adoption. The Committee shall also prepare a report, called the 'Finance Committee Report', which shall be published as part of the annual town meeting warrant and which shall include recommendations for the ensuing fiscal year budget, and such further recommendations regarding the finances of the Town and action with respect thereto as the Finance Committee deems to be necessary and appropriate. The Committee may also prepare for inclusion in the warrant a separate tabulation of its recommendations pertaining to articles with a direct and substantial impact on the finances of the Town."

SELECTMEN'S COMMENTS: The Finance Committee has written previously that its comments are intended to (1) fairly present both sides of the issue and (2) provide the rationale underlying its recommendation. These can be conflicting goals. Goal (2) often dominates and confounds the achievement of goal (1).

Indeed, the Committee's comments for this article address only one side of the issues - its own. This is fundamentally unfair to town meeting voters. Furthermore, the Committee's Arguments in Favor substantially shortchange the Selectmen's position.

All too often, as here, the Committee's comments are parochial rather than broadly informational. The voters, denied proper perspective, are the ultimate losers under the present system.

The proposed amendment requires that the Finance Committee prepare "a balanced, objective, unbiased, and factual discussion of the underlying issues." The Committee writes that "it is imperative that Town Meeting receive an unbiased comment...(on) all articles in the warrant." That is precisely the intent of this amendment.

FINANCE COMMITTEE COMMENTS: Under current town bylaws, the Finance Committee is directed to "...consider all articles in the Warrant and make such report, in print or otherwise, to the Town Meeting as it deems for the best of the Town." The Finance Committee has by tradition fulfilled that role by researching all proposed articles, interviewing proposers, and preparing comments and recommendations for the Town's residents which are included in the Warrant. The

proposed amendment would restrict the Finance Committee from discussing the pros and cons of all articles and from offering a recommendation on any articles which do not have a direct and substantial impact on the Town finances.

ARGUMENTS IN FAVOR: Some would suggest that the Finance Committee has no special expertise other than financial and that the opinions and recommendations of the Finance Committee are given undue weight since they are printed in the Warrant.

ARGUMENTS OPPOSED: The Finance Committee does not pretend to be expert on all issues, but it is imperative that Town Meeting receive an unbiased comment and evaluation of all articles in the Warrant. Many articles are complex and an article's proponent should not necessarily be expected to make a balanced presentation of that article which is in the best interests of the whole Town. The Finance Committee does not seek re-election, has a broad perspective and seeks to provide an objective review of each article. The Town should not be deprived of access in the Warrant to these views.

RECOMMENDATION: The Finance Committee recommends that this Article not be approved. Vote. Unanimous.

QUANTUM OF VOTE: Majority - see Massachusetts General Laws, Chapter 40, Section 21.

ARTICLE 9. COMPENSATION FOR ELECTED OFFICIALS

Proposed by: Board of Selectmen Estimated Cost: $36,975

To determine whether the Town will vote to fix the salary and compensation of all elected officers of the Town pursuant to Massachusetts General Laws Chapter 41, Section 108, to be effective July 1, 1993, which salary and compensation are printed below.

SALARY SCHEDULE - ELECTED TOWN OFFICERS

| | FY 1992 | FY 1993 |
|---|---|---|
| Selectmen (5) | $ 100 | $ 100 |
| Assessors - Chairman | 1,600 | 1,600 |
| - Assessors (2) | 1,500 | 1,500 |
| Town Clerk | 31,500 | 31,500 |
| Board of Health Members (3) | 50 | 50 |
| Water Commissioners (3) | 75 | 75 |

COMMENTS: The salary recommendations reflect no salary increase for FY93 for any of Wayland's elected officials.

ARGUMENTS IN FAVOR: The recommendations are consistent with the proposed management salary freeze.

ARGUMENTS OPPOSED: The Finance Committee is aware of none.

RECOMMENDATION: The Finance Committee recommends approval of this Article. Vote. Unanimous.

QUANTUM OF VOTE: Majority - see Massachusetts General Laws, Chapter 41, Section 108.

ARTICLE 10. HISTORIC DESIGNATION FOR SHERMAN'S CROSSING

Proposed by: Petition

To determine whether the Town will vote to adopt a non-binding resolution to commemorate Sherman's Crossing, consisting of Sherman's Bridge and the associated Sudbury River crossing, together with the adjacent Town land, including Sherman's Bridge Road, for a distance of 200' from the centerline of the Sudbury River, as an important Town Historic Site comparable in historic significance to the Old Stone Bridge site off Stonebridge Road and to the Old Town Bridge site off Route 27, and to request that the Historic Commission, at its discretion, install an historic marker thereon.

PETITIONER COMMENTS: This article seeks a non-binding 'sense of the town' resolution to recognize the historic significance of Sherman's Bridge and Sudbury River crossing.

Sherman's crossing has been in use since the 1600's, first by Native Americans, then by early settlers of East Sudbury (now Wayland), on to the present day. Eka Sherman built Sherman's Bridge in 1743 so his stock could cross the river. East Sudbury Minutemen reportedly crossed here on the way to Concord. Today's bridge exemplifies what the famous Concord 'rude bridge' might have been. Thoreau's writings describe sighting the bridge from his canoe on the Sudbury River. Surrounded by Great Meadows National Wildlife Refuge, no dwellings are visible from the bridge, even today. Sherman's crossing, excepting our 'modern' road and bridge, looks the same today as it has for three centuries of travellers.

Petitioners suggest that the Historical Commission install an historic marker, to be funded by private monies.

FINANCE COMMITTEE COMMENTS: This article proposes that certain areas, including Sherman's Bridge, some portion of Sherman's Bridge Road, and some adjacent Town land be designated as a Town Historic Site, to be known as Sherman's Crossing, with an appropriate marker to be placed. No Town funds are requested. The nominal cost of such a marker would probably be funded privately.

ARGUMENTS IN FAVOR: Historic records indicate that the original bridge was built by a founding family of Wayland and that this site has been in continuous use as a crossing for more than 250 years. It is appropriate to recognize and to mark genuine historic sites.

ARGUMENTS OPPOSED: It is possible that the placing of the requested marker could limit or restrict future changes in the road and bridge.

RECOMMENDATION: The Finance Committee is concerned, not with the merit of the proposal, but with its timing, coming as it does in

the midst of the controversy about the reconstruction of Sherman's Bridge. Therefore, the Finance Committee recommends that the vote on this issue be delayed until the controversy surrounding the bridge reconstruction is resolved. Vote. 5-0-1 Abstain.

QUANTUM OF VOTE: Majority.

ARTICLE 11. RESTRICTIVE COVENANTS FOR SHERMAN'S BRIDGE ROAD

Proposed by: Petition

To determine whether the Town will vote:

(a) to authorize and instruct the Board of Road Commissioners and the Board of Selectmen, with the approval of Town Counsel as to form, to convey all or part of the land taken in fee by the Town in an Order of Taking dated March 27, 1972, and recorded at the Middlesex County South District Registry of Deeds in Book 12182, Page 440, to the persons from whom said land was taken, or their successors in title, in consideration of the sum of twenty-five and no/100 ($25.00) dollars and the conveyance of an easement for utilities, sidewalk, roadway, slope and drainage purposes in, over and through the land described in the Order Laying Out a Relocation of a Portion of Sherman's Bridge Road dated March 7, 1972, and recorded at said registry of deeds in Book 12182, Page 444;

(b) to authorize and instruct the Board of Selectmen and the Board of Road Commissioners, with the approval of Town Counsel as to form, to acquire by gift, purchase,, eminent domain or otherwise an easement for utilities, sidewalk, roadway, slope and drainage purposes in, over and through the land shown as described in the Order Laying Out a Relocation of a Portion of Sherman's Bridge Road dated March 7, 1972, and recorded at said registry of deeds in Book 12182, Page 444 and shown on a plan entitled "Plan for the Relocation of a Portion of Sherman's Bridge Road in Wayland, Mass." Scale: Horizontal 1 in.=40 ft., Vertical 1 in.=4 ft., dated September 8, 1971, by Everett M. Brooks Co. Civil Engineers, Newtonville and Wayland, Mass., recorded at said registry of deeds recorded in Book 12182, Page 440 as Plan 316 of 1972; to authorize and instruct the Board of Selectmen and the Board of Road Commissioners to impose the following restrictive covenants by the order of taking to effectuate said acquisition, or as a separate instrument, which shall run with the land and to the benefit of all land abutting said easement:

(i) the present aesthetic character of Sherman's Bridge Road shall be preserved and maintained;

(ii) the width of the pavement on Sherman's Bridge Road from the intersection of Sherman's Bridge Road and Oxbow Road and Alpine Road westerly to the centerline of the Sudbury River shall be not greater than eighteen (18') feet; and

(iii) no trees shall be removed between the edge of the pavement and the sidelines of the right-of-way or roadway easement except by the Tree Warden or its designee in accordance with G.L. c.87, ss. 1-5;

to appropriate the sum of twenty-five and no/100 ($25.00) dollars to compensate the landowners abutting said easement; and to determine whether such money shall be provided for by taxation, by appropriation from available funds, by transfer from funds already appropriated for another purpose or otherwise; and

(c) to instruct the Board of Assessors and the Board of Selectmen to amend the Town Atlas and tax assessing maps and assessing records so that the land encumbered by said easement is taxed consistently with other land in the Town so encumbered.

PETITIONER COMMENTS: This article seeks to modify the Town's ownership of land taken in 1972 for the western end of Sherman's Bridge Road, to affix restrictive covenants previously granted by the Town to run with the land for the benefit of abutting landowners. Abutters include the towns of Wayland and Sudbury, Great Meadows National Wildlife Refuge, plus private landowners.

Land for Sherman's Bridge Road west was taken by eminent domain in 1972 at no cost to the town, with unanimous abutter support and approval; everyone understanding Sherman's Bridge Road would be subject to these restrictions. The Town gave the covenants as its 'consideration' to obtain abutter approval of expanded right-of-way, with no objections or complications. The Order of Taking was recorded without incorporating the covenants.

Petitioners seek to restore these covenants as originally agreed in 1971/72. These covenants have afforded valuable protection for North Wayland from expansion of Sherman's Bridge Road as a commuter thoroughfare.

FINANCE COMMITTEE COMMENTS: Basically, this article seeks to rescind certain takings "in fee" voted upon at the 1972 Town Meeting, which, in the view of the petitioners, did not include certain agreed-upon restrictions, and to grant to the Town some lesser degree of taking for an easement which would be essentially the same description of the land, but which would, this time, include the restrictions appearing in the article.

It is the position of the petitioners that in 1972 the abutters had agreed to the easement but not to the absolute taking of the land, and that the intent of this article is to correct that situation.

There are others who assert that the taking twenty years ago was appropriate, and that the restrictions on the width of the pavement could call into question recent improvements made by the Road Construction Committee, as well as severely limit future improvements to the road and bridge. The most serious consequence of passage of this article would be to restrict the reconstruction of Sherman's Bridge unilaterally, without consultation with the Town of Sudbury, and to prevent implementation of the current design. Alternative designs, limited by these covenants, might not be acceptable to the State, thereby not qualifying for State and Federal money. The Town has no funds for this project.

ARGUMENTS IN FAVOR: Petitioners assert that passage of this article would correct a misunderstanding in the taking twenty years ago.

ARGUMENTS OPPOSED: Passage of this article would essentially halt reconstruction of the bridge, exposing the Town to potential significant liability and additional expense.

RECOMMENDATION: The Finance Committee recommends that this Article not be approved. Vote. 5-0-1 Abstain.

QUANTUM OF VOTE: (a) Two-thirds - see Massachusetts General Laws Chapter 40, Section 15.

(b) Two-thirds - see Massachusetts General Laws Chapter 40, Section 14.

(c) Majority.

ARTICLE 12. TRANSFER OF FUNDS TO THE CONSERVATION FUND

Proposed by: Conservation Commission Estimated Cost: $12,000

To determine whether the Town will vote to transfer a sum of money from the Watertown Dairy Purchase for Conservation Purposes Account to the Conservation Fund.

FINANCE COMMITTEE COMMENTS: Under Article 9 of the November 1981 Special Town Meeting the Town appropriated $12,000 to purchase for conservation purposes the 8-acre former Shick parcel on Bow Road. The Conservation Commission recently received written notification from the Sudbury Valley Trustees that they have decided not to sell this parcel to the Town. The Commission could, without Town Meeting approval, return this money to unreserved funds. However, it prefers to ask the Town to appropriate the money into the Conservation Fund, thereby increasing that fund to $15,740. The Conservation Fund is dedicated to purchase of land for conservation purposes. In the present economic climate the Conservation Commission cannot effectively negotiate for purchase of land unless there is already some money set aside for conservation purposes to give the seller some measure of confidence that Town Meeting might consummate the sale.

ARGUMENTS IN FAVOR: The Conservation Fund is dedicated to the purchase of land for conservation purposes. By having money set aside in this Fund, the Conservation Commission can negotiate more effectively for the acquisition of land for conservation. The seller gains a measure of confidence that Town Meeting will vote its approval since there is money already available.

ARGUMENTS OPPOSED: The transfer of these funds into the Conservation Fund restricts their use to the purchase of land only. Given these difficult economic times this may not be the most appropriate use; returning these funds to the Town's General Fund could make them available for alternative conservation purposes.

RECOMMENDATION: The Finance Committee recommends approval of this Article. Vote. Unanimous.

QUANTUM OF VOTE: Majority - see Massachusetts General Laws Chapter 44, Section 33B.

ARTICLE 13. SOLID WASTE RECYCLING BY-LAW

Proposed by: Board of Road Commissioners

To determine whether the Town will vote to amend its General By-laws by adding the following new article.

"ARTICLE 33. SOLID WASTE RECYCLING

All residents of the Town of Wayland, and all businesses having a principal place of business in the Town of Wayland, and all businesses providing solid waste disposal services to residents and businesses of the Town of Wayland, are prohibited from disposing of any recyclable materials in the containers or areas reserved for refuse only at the Town of Wayland Sandhill Sanitary Landfill or any other town landfill or solid waste transfer facility. Categories of recyclable materials may include paper, cardboard, glass, metals, plastics, batteries, tires, fabrics, wood and yard wastes; and any other materials as may be designated by the Road Commissioners as recyclable materials consistent with state laws and regulations. The Wayland Board of Road Commissioners shall at all times retain the sole authority for establishing or modifying the categorization of materials as recyclable or non-recyclable, to the extent that these determinations do not conflict with applicable State laws and regulations governing the handling of solid waste. The Board of Road Commissioners shall provide alternative areas or containers at operational landfill or waste transfer sites for the collection of materials designated as recyclable. The prohibition on the disposal of recyclable materials in designated refuse areas shall not prevent the Board of Road Commissioners from entirety excluding certain materials from the landfill, or any future landfill or waste transfer facility."

FINANCE COMMITTEE COMMENTS: Essentially this article makes a bylaw of a program that a significant number of people are already complying with to a high degree. It would, from this time on, prohibit disposal of recyclable items, as defined by the Road Commissioners, into the landfill.

Such a bylaw would probably not pose a problem to people who are already going to the landfill to dispose of household trash. Those households which do not dispose of their trash in the landfill have haulers who take it away. If haulers do source separation, they would have no trouble at the landfill. If they do not do source separation, they must either institute such a measure or take the trash elsewhere. At the present time, almost all haulers who operate in Wayland are already dumping elsewhere.

ARGUMENTS IN FAVOR: This measure would not only extend the life of the landfill, but would also bring the Town into compliance with current and anticipated State requirements, which would make Wayland eligible for certain grants that are restricted to those towns that do comply with various State solid waste management guidelines.

ARGUMENTS OPPOSED: Citizens are already over-regulated in many respects; the Town should avoid creating additional burdens. Such programs should be voluntary. There is no clear mechanism for monitoring trash disposal, and to start a serious program would probably call for additional manpower, at additional cost to the Town.

RECOMMENDATION: The Finance Committee recommends approval of this article. Vote. 5-2.

QUANTUM OF VOTE: Majority - see Massachusetts General Laws Chapter 40, Section 21.

ARTICLE 14. DRIVEWAY PERMIT BYLAW

Proposed by: Board of Road Commissioners

To determine whether the Town will vote to amend its General By-laws by adding the following new article:

"ARTICLE 34 - DRIVEWAYS

No person or business organization shall construct or cut any curbing or berm for the purpose of constructing a driveway across any Town way or any part thereof unless a permit has been obtained from the Board of Road Commissioners or its designee and a bond or other security, sufficient in the opinion of the Board of Road Commissioners, has been furnished to the Town."

FINANCE COMMITTEE COMMENTS: This article establishes a bylaw to require curb cut permits for driveways and other entries and authorizes the Road Commission to promulgate rules and regulations pertaining to such cuts.

ARGUMENTS IN FAVOR: The Town presently has no uniform guidelines for granting permits, and such rules established by the Road Commissioners will remedy that omission.

ARGUMENTS OPPOSED: The Finance Committee is aware of none.

RECOMMENDATION: The Finance Committee recommends approval of this article. Vote. Unanimous.

QUANTUM OF VOTE: Majority - see Massachusetts General Laws Chapter 40, Section 21.

ARTICLE 15. ACCEPT STREETS - BARLEY LANE AND A PORTION OF GEORGE STREET

Proposed by: Board of Road Commissioners

To see if the Town will vote to accept as a Town way the following portions of streets laid out by the Board of Road Commissioners:

(a) George Street, as shown on a plan entitled, "Gennaro Estates Subdivision of Lot 7 as shown on Land Court Plan #25457-C (filed with Certificate #103242) in Wayland, Mass." dated November 15, 1982, revised January 13, 1983, January 25, 1983 and March 30, 1985 by MacCarthy and Sullivan Engineering, Inc., on file with the Town Clerk; and also shown on a plan entitled "Definitive Subdivision Plan Glezen Estates" Wayland Massachusetts dated February 5, 1986, Rev. 9-4-86, 12/2/86 by Hayward, Boynton and Williams, Inc. Surveyors-Engineers, recorded in Book 17685 Page 182 in the South Middlesex Registry of Deeds Cambridge, Massachusetts.

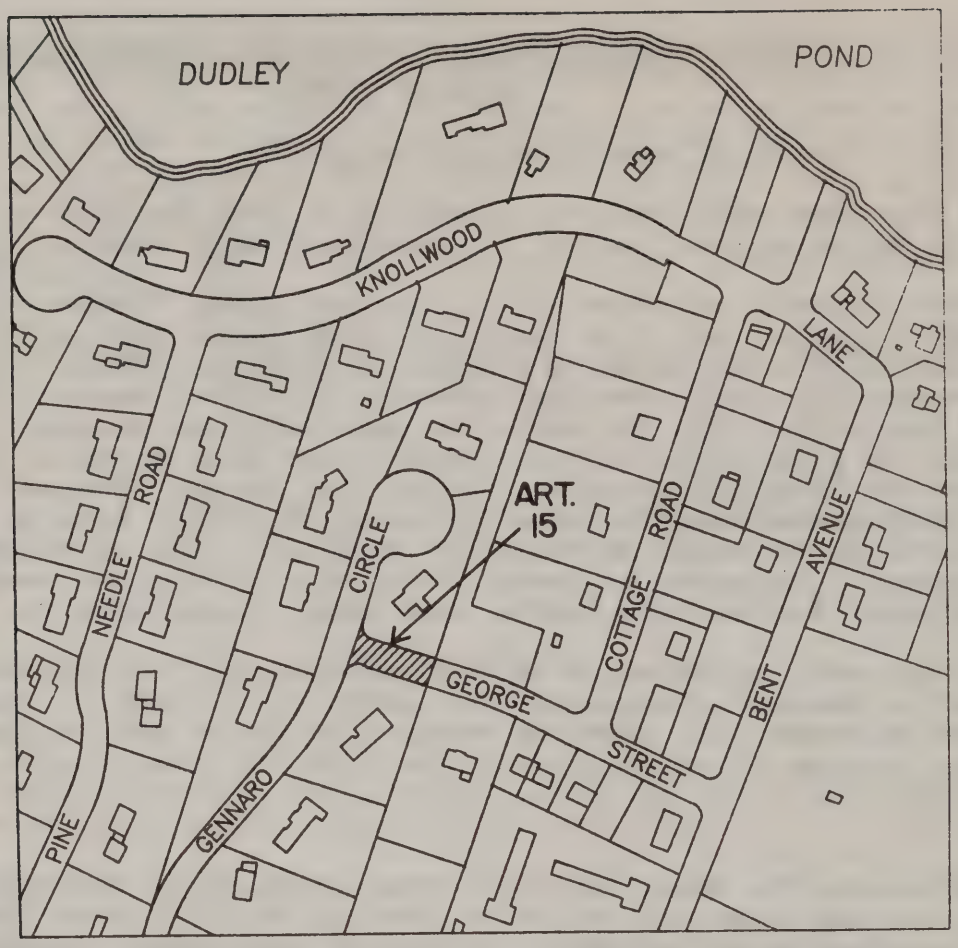
(b) Barley Lane, as shown on a plan entitled, "Land Court Plan of Land in Wayland, Massachusetts owned by Michael G. Bloomberg" dated November 24, 1986 by Hayward, Boynton and Williams, Inc., a copy of which is on file with the Town Clerk;

and to authorize the Board of Road Commissioners or the Board of Selectmen, as the case may be, with the approval of Town Counsel as to form, to acquire by purchase the fee or any lesser interests, including easements for drainage, slope or otherwise, in the portion of roadways described above; to appropriate a sum of money to compensate the landowners abutting said portions of roadways; and to determine whether such money shall be provided for by taxation, by appropriation from available funds, by transfer from funds already appropriated for another purpose, by funds received as grants from the Commonwealth or the Federal Government, by borrowing under authority of Massachusetts General Laws, Chapter 44 or otherwise.

FINANCE COMMITTEE COMMENTS: This article will transfer two newly-developed streets from the developer of two new subdivisions to the Town. This procedure is typical for such newly-developed streets.

RECOMMENDATION: The Finance Committee recommends approval of this article. Vote. Unanimous.

QUANTUM OF VOTE: Majority - see Massachusetts General Laws Chapter 82, Section 23; however, a two-thirds vote is required if money is expended or the Town's eminent domain powers are exercised - see Massachusetts General Laws Chapter 40, Section 14. Also, a two-thirds vote is required for borrowing - see Massachusetts General Laws Chapter 44, Section 7.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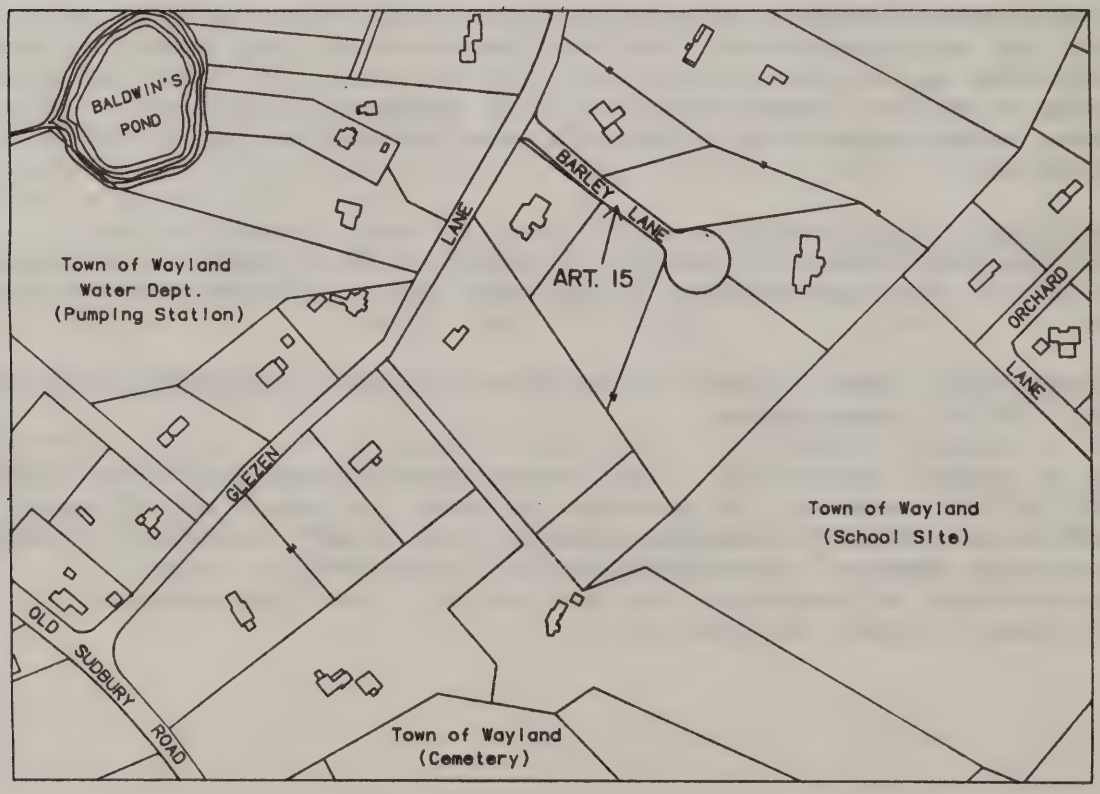

BALDWIN'S
POND
Town of Wayland
Water Dept.
(Pumping Station)
LANE
BARLEY
LANE
ART. 15
ORCHARD
LANE
GLEZEN
Town of Wayland
(School Site)
OLD
SUDBURY
ROAD
Town of Wayland
(Cemetery)

ARTICLE 16. LIMITED COMMERCIAL DISTRICTS

Proposed by: Planning Board

To determine whether the Town will vote to amend the Zoning By-Laws of the Town of Wayland by deleting Paragraph (d) in its entirety from Section VII A, Limited Commercial Districts, of said by-laws and insert in its place the following new Paragraph (d):

(d) Notwithstanding any provision of these Zoning By-Laws (ZBL) to the contrary, no special permit or site plan approval shall be granted by the special permit granting authority or by the site plan approval authority which allows for development in excess of the following limitations, and which has not been supported by the following submittals:

1. Traffic Impact

A. The applicant shall submit a Traffic Impact Assessment Report containing such data and information as required by the approving authority. No new structure, group of structures, improvement, alteration, or change in use shall result in a "Level of Service" (LOS), as defined by criteria set forth by the Transportation Research Board of the National Research Council, after reviewing the Traffic Impact Assessment Report, to be "inadequate" within the "impact area" of the proposed activity. The "impact area" shall mean any road, intersection, boundary of the project site and projected to receive at least five (5) percent of the anticipated average daily or peak hour traffic generated by the proposed development. "Inadequate" for the purpose of this finding shall mean:

1. An LOS of less than "B" (as defined in the reference cited above) for existing designated scenic roads; for all categories of existing residential streets (as defined in the Subdivision Regulations of the Wayland Planning Board); and for all new streets and intersections created in conjunction with the project.

2. An LOS of less than "D" (as defined in the above reference) for numbered highways and all other streets.

B. The approving authority, at its discretion, may hire a qualified expert in developing and interpreting traffic generation data, to confirm data submitted by the applicant, evaluate data, and recommend to the approving authority the appropriate LOS to be utilized by the approving authority in determining whether the proposed

activity meets the requirement of this Section VII A. The approving authority may charge the applicant reasonable costs for such work as part of the application fee for review of the application.

C. The approving authority, at its discretion, may allow for improvements to affected areas which, when complete, will provide the required LOS and may make such improvements a condition of approval.

D. The approving authority may accept a Request for Waiver of Traffic Impact if the applicant asserts to the satisfaction of the approving authority that the application of the limitations contained under Paragraphs 1.A or 1.B above:

1) Would constitute a hardship, prohibit use of the property for a purpose allowed in this Section VII A, and that the impact on the affected ways is insignificant; or,

2) The way(s) affected was (were) below the required LOS at the time of application and the impact on the affected way(s) is insignificant.

E. Such Request for Waiver of Traffic Impact shall be made in writing by the applicant, who shall submit sufficient data satisfactory to the approving authority to support said request. The approving authority shall list in writing its reasons for granting or denying said request, after holding a public hearing in accordance with the hearing requirements of Massachusetts General Laws Chapter 40A, The Zoning Act, pertaining to special permits.

2. <u>Physical Attributes of Site</u>

A. The footprint of any building(s) shall not exceed twenty (20) percent of the total area of the site. The footprint of a building shall be measured at the outermost edge of the foundation of the building(s) or at the outermost edge of any portion of the first floor overhanging the foundation, whichever is greater.

B. The floor area ratio (FAR) shall not exceed forty (40) percent, when calculated by dividing the total gross floor area of the buildings by the total area of the site. Total gross floor area shall mean the floor area within the perimeter of the outside walls of the buildings, without deductions for hallways, stairs, closets, thickness of walls, columns, or any other features.

C. No portion of any building shall exceed thirty-five feet (35') in height, except that this limitation shall not apply to chimneys, ventilators, skylights, tanks, bulkheads, penthouses, and other necessary features

usually carried above roofs, if such features are in no way occupied by people. "Height" shall mean the vertical distance from grade to the top of the highest roof beams of a flat roof, or the mean level of the highest gable or slope of a hip roof.

D. No building or structure shall extend to within one hundred feet (100') of any street line, or to within one hundred feet (100') of any property line.

E. The site shall have adequate parking spaces, as determined by the approving authority after review of the Traffic Impact Assessment Report. Such parking spaces shall be off-street and shall not be located within fifty (50) feet of the perimeter property line of the site. The approving authority may allow on-street parking and location of parking spaces closer to said property line, but only after listing its reasons therefore and finding that allowing such parking is consistent with the purposes of these Zoning By-Laws. However, in no event shall parking be allowed within one hundred feet (100') of residential zoning districts or residential properties. All parking shall be screened from adjacent properties by suitable landscaping materials.

F. All facilities, and all articles stored on the premises, shall be located within enclosed buildings or structures unless the approving authority allows for an adequately screened storage area and lists in its written findings that such an area is consistent with the purposes of these Zoning By-Laws.

G. No loading platform shall be located on the street side of any building or structure, or on the side of a building or structure facing a residential district unless properly screened, and unless the approving authority lists in its written findings that said screened platform is consistent with the purposes of these Zoning By-Laws.

H. In the event of the construction, re-construction or substantial alteration on any site which is used or intended to be used in whole or in part for the purpose allowed under this Section VII A, paved pedestrian sidewalks shall be constructed as a part of such construction, re-construction, or substantial alteration. Such sidewalks shall be no less than five feet (5') in width, shall be set back no less than four feet (4') from street property lines, and shall be separated from the remainder of the site by a four foot (4') landscaped strip. Sidewalks shall reasonably join existing sidewalks, or shall be capable of reasonably joining potential sidewalks, internally and on abutting land.

I. Not more than one sign, consistent with regulations promulgated pursuant to Section X A, Site Plan Approval, of these Zoning By-Laws, shall be allowed at each entrance of the site from each principal way, and from which way access to the site is provided in the site plan approval for the site.

PLANNING BOARD COMMENTS: The Planning Board has worked for some time to review submissions of proposals to amend Section VII A, Limited Commercial Districts (LCD), of the Zoning By-Laws. Last year the Board submitted an amendment to resolve a perceived deficiency in the current by-law. The amendment, which passed Town Meeting, provided for certain "as of right" uses of properties within the LCD. At that time the Board indicated that it would return with recommendations for the remaining portion of this LCD section.

This proposed amendment defines certain limitations on development within Limited Commercial Districts undertaken either "as-of-right" or by special permit. Most notably, it sets a maximum building coverage of 20% of the site, a height limitation of 35 feet, and a total area within the building equal to 40% of the site. Throughout the hearings, the issue most often raised was the impact of traffic from new or expanded development. Parking and traffic concerns are reviewed by a "traffic impact assessment report" with required "levels of service" for roads and intersections within 1,000 feet of the site. A level of service of "B" is required for scenic and residential roads while a level of service of "D" is required for numbered highways and other roads. The definition of these levels is set forth by the Transportation Research Board of the National Research Council and are recognized planning tools utilized to measure the actual impact of a development on the roads servicing it.

This amendment also modifies the remaining guidelines in this LCD section and eliminates portions which the Board feels are more appropriately covered by the State Building Code.

The Board unanimously favors this amendment. The principal controls on the size and height of the buildings are appropriate to include in the Zoning By-Laws, rather than in regulations, since they inform a developer that such limitations are absolute and not subject to change unless amended by Town Meeting. The traffic limitations take into account the actual impact of the new traffic generated by the development and assure the public that roads and intersections impacted by the traffic generated by the development will not fail due to this traffic. The use of "level of service" is more flexible than absolute numerical formulas and allows for parking to accommodate special circumstances such as a development that might employ two shifts of workers. There is also a process for waiver of this provision for minor impacts or for hardship.

This amendment to the Zoning By-Laws is future-oriented since, for

the most part, applications for permits have already been submitted for development in the Limited Commercial Districts, or the development is already in place. However, potential changes of ownership of existing properties might well lead to new proposals for those sites and now is the appropriate time to adjust the zoning by-law.

FINANCE COMMITTEE COMMENTS: This article is the result of a prolonged effort by the Planning Board to address the issue of parking and the number of cars at a Limited Commercial District development. It will replace the current paragraph (d) with a new paragraph (d) having two sections: 1. Traffic Impact and 2. Physical Attributes of Site. Section 1. is new language which is concerned with the traffic impact of the site. Section 2. is similar to but not identical with the part of the old paragraph (d) that is not concerned with the issue of vehicles at the site.

The "Level of Service" (LOS) method of analysis is viewed by the Planning Board as a better way to set specifications about the number of cars, size of the parking lot, traffic etc. for a development project than the current method of parking lot size. It sets out a methodology and standards for the management of traffic generated by the development. It is a technique that has an established experience base both here in Massachusetts and in other parts of the country.

ARGUMENTS IN FAVOR: This change will provide the Town with a more contemporary set of Zoning By-Laws. The "Level of Service" method of traffic is a proven technique.

ARGUMENTS OPPOSED: Zoning By-Law changes always contain an element of uncertainty with respect to the ultimate impact on the community. Making no change sustains a relationship with the devil we know rather than the devil we don't know.

RECOMMENDATION: The Finance Committee recommends approval of this article. Vote. Unanimous.

QUANTUM OF VOTE: Two-thirds - see Massachusetts General Laws Chapter 40A, Section 5.

ARTICLE 17. LIMITED COMMERCIAL DISTRICTS

Proposed by: Petition

To see if the Town will vote to amend the Wayland Zoning By-laws by making the following changes regarding limited commercial districts:

Item 1: Deleting paragraph (a)(2) of Section VII A. Limited Commercial Districts, of said by-laws and substituting the following therefor:

SECTION VII.A LIMITED COMMERCIAL DISTRICTS

(a) Uses Permitted as of Right.

(2) Research laboratories, offices, facilities for distributing merchandise, and light manufacturing, where the total footprint of all buildings housing such use(s) on the property does not exceed fifteen thousand (15,000) gross square feet or five percent (5%) of the total lot area, whichever is smaller.

Item 2: Deleting paragraph (b)(1) of Section VII A. Limited Commercial Districts, of said by-laws and substituting the following therefor:

SECTION VII.A LIMITED COMMERCIAL DISTRICTS

(b) Uses Available by Special Permit.

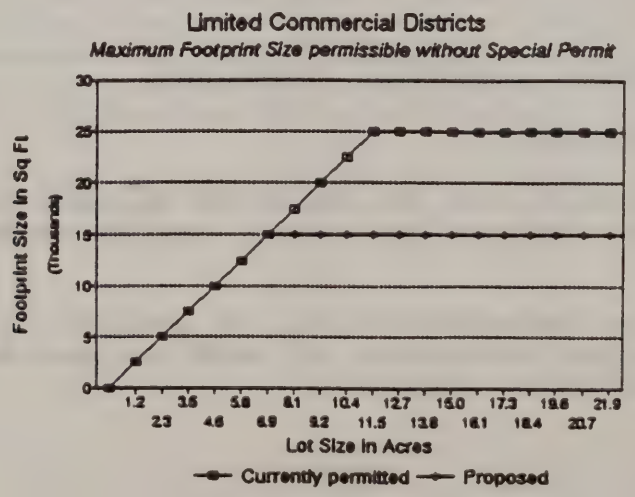
(1) Research laboratories, offices, warehouses, facilities for distributing merchandise, and light manufacturing, where the total footprint of all buildings housing such uses(s) on the property exceeds fifteen thousand (15,000) gross square feet or five percent (5%) of the total lot area, whichever is smaller.

or take any action relative thereto.

PETITIONERS COMMENTS: The Town needs better control of its development than that provided by the Zoning By-Law passed at the November Town Meeting. It is now possible, without the intervention of the Special Permit granting process and the public review it provides, to develop, as a matter of right of ownership, building(s) with a footprint of up to 25,000 square feet and gross floor area of up to 75,000 square feet.

By comparison, the Zoning By-Laws of our neighboring town, Weston, limit development, without a special permit, to gross floor area of 5,000 square feet, which effectively limits the maximum footprint to 5,000 square feet.

The Article before this Town Meeting would limit the size of a development, without a special permit, to a maximum footprint of 15,000 square feet and gross floor area of 45,000. The Special Permit granting process would apply to larger developments.



PLANNING BOARD COMMENTS: Last year the Town Meeting voted to amend the Limited Commercial Districts (LCD) section of the Zoning By-Laws to allow certain uses "as of right". This means that "as of right" projects could be built without a special permit, but subject to site plan approval. The "as of right" uses are currently limited to a maximum building footprint of 25,000 square feet or 5% of the site, whichever is less. This petitioners' amendment proposes to reduce the maximum size of that footprint from 25,000 square feet to 15,000 square feet or 5% of the site, whichever is less.

The passage of this amendment would mean that for sites of roughly 6.9 acres or larger, the new 15,000-square foot limit would be the maximum allowable footprint that could be built without a special permit, regardless of how much larger than 6.9 acres the site was. This is important since there is a question of whether this size for "as-of-right" uses is in fact "challengeable" on larger sites. There is no existing definitive standard to our knowledge on what constitutes ""challengeable"" or legally acceptable. There has been at least one court case where a 1.5% coverage has been deemed to be "challengeable". Whether this new 15,000-square foot limit would create such a problem on larger sites is subject to legal debate, and likely to be resolved only in the courts.

Currently, the Zoning By-Laws include both the 5% limitation as well as the 25,000-square foot maximum allowable footprint. These limitations allow for building footprints equal to 5% of the area of parcels under 500,000 square feet in size, but place a cap of 25,000 square-foot footprints on parcels larger than 500,000 square

feet [500,000 square feet is derived by dividing the 25,000 square feet by 0.05 (5%)]. Projects with footprints larger than 25,000 square feet are subject to a special permit. It is important to note that even "as of right" developments (those with footprints of 25,000 square feet or less) are subject to site plan approval.

The Planning Board believes that the current limits are appropriate and does not recommend this change for the reasons discussed above. The Board recognizes that the Town may wish to provide for a lower threshold for the special permit requirement.

FINANCE COMMITTEE COMMENTS: This article is placed into the Warrant by petitioners who have been concerned with the development of the NED/Dow site. They are seeking to reduce the maximum footprint size permissible, as of right, for buildings in a Limited Commercial District. Currently the Zoning Bylaw permits a maximum of 5% of the lot size or 25,000 square feet whichever is smaller, as of right. This means that for a building or project larger than 5% of the lot or greater than 25,000 square feet the developer must not only secure Site Plan Approval but must be granted a Special Permit as well. Going to a Special Permit entails a more significant process of planning and negotiation. The petitioners are seeking to reduce the 25,000 square feet to 15,000 square feet.

The accompanying chart shows the current bylaw requirement and the proposed requirement. For reference: the NED/Dow site is 21 acres, the Raytheon site is 44 acres, and the complex on Route 20 at the Sudbury line encompassing Longfellow Center and the Candela office buildings is a total of 9 acres.

ARGUMENTS IN FAVOR: The 15,000 square feet is a more appropriate number since it will force the Special Permit process onto a project at a smaller size and will tend to hinder development.

ARGUMENTS OPPOSED: The 25,000 square feet was selected in the context of a debate over what is permissible as a matter of right and 25,000 was, in the best judgement of the Planning Board, a size that would clear the legal hurdle and be more likely to avoid a legal battle.

RECOMMENDATION: The Finance Committee recommends approval of the article. Vote. 4-2.

QUANTUM OF VOTE: Two-thirds - see Massachusetts General Laws Chapter 40A, Section 5.

ARTICLE 18. TRANSFER AND ABANDONMENT OF DRAINAGE EASEMENT ON FORMER DOW PROPERTY AND AMEND AND EXTEND RESTRICTIONS ON DOW PROPERTY

Proposed by: Board of Selectmen

To determine whether the Town will vote:

(1) to instruct the Board of Road Commissioners or the Board of Selectmen, as applicable, with the approval of Town Counsel as to form, to convey, transfer, release, abandon and otherwise dispose of to the Board of Selectmen a certain drainage easement, or part thereof, granted pursuant to that certain Deed from the Dow Chemical Company, a Delaware corporation, as Grantor, to the Town of Wayland, a municipal corporation of Middlesex County, Massachusetts, as Grantee, recorded with the Middlesex South Registry of Deeds in Book 12060, Page 316, and filed for registration with the Middlesex South Registry District of the Land Court as Document Number 488925, said drainage easement shown and identified on a certain plan entitled "Plan of Land in Wayland, Massachusetts. Showing Easement to be conveyed to the Town of Wayland for Drainage Purposes," dated May 28, 1965, prepared by Schofield Brothers, and recorded with the Middlesex South Registry of Deeds in Book 12067, Page End;

(2) to authorize the Board of Selectmen, with the approval of Town Counsel as to form, to sell, convey, release, abandon and dispose to Stephen R. Karp and Steven S. Fischman, as Trustees of NED Wayland Realty Trust under Declaration of Trust dated as of December 1, 1988 and recorded with the Middlesex South Registry District of the Land Court as Document Number 794470, for nominal consideration, said drainage easement referenced above;

(3) to authorize the Board of Selectmen, with the approval of Town Counsel as to form, to enter into an agreement on behalf of the Town of Wayland amending the restrictions imposed on the land conveyed to the Dow Chemical Company by deed of the Trustees of Walnut Hill Farm Trust dated October 15, 1962, recorded in Middlesex South Registry of Deeds, Book 10146, Page 486, by;

(A) deleting Paragraph 5(b) and substituting in place thereof the following:

"(b) The height of any such building will not exceed the greater of the following:

(i) The roof line of any such building will not exceed 16 feet above the highest point of the natural terrain within the foundation line; consistent with this limitation exposed basements are permitted; or (ii) the eave line of any such building will not

exceed 10-1/2 feet above the highest point of the natural terrain within the foundation line, and the roof line of so-called hip-roofs and gables extending above the eave line will not exceed 19-1/2 feet above the highest point of the natural terrain with the foundation line; consistent with this limitation exposed basements are permitted;" and,

(B) deleting Paragraph 2 of said deed restrictions;

(4) to authorize the Board of Selectmen, with the approval of Town Counsel as to form, to enter into an agreement on behalf of the Town of Wayland extending said restrictions for a period of thirty years from October 15, 1992; and

(5) to accept the foregoing amended and extended deed restrictions running to the benefit of Lot A, owned by the Town of Wayland and shown on a plan entitled "Plan of Land in Wayland & Natick, Mass." dated October 10, 1962, prepared by Everett M. Brooks, Co., dated October 10, 1962, and recorded in Book 10146, Page 486 on October 15, 1962, at the Middlesex County Registry of Deeds, South District, E. Cambridge, Mass.

COMMENTS: This article is the successor of two separate articles, both of which were submitted by the Planning Board and passed over at the 1990 and 1991 Annual Town Meetings. It would extend the deed restrictions on the former Dow Chemical property, now owned by New England Development, and in exchange the Town would abandon a drainage easement on the property. The deed restrictions are for the benefit of the Town; they limit the height of buildings which may be constructed. The deed restriction also prevents the separate sale of a corner lot on Rice Road. Depending on the outcome of the Special Permit process, the developers may wish to sell this parcel. Selectmen have been unable to determine why the drainage easement was acquired, and development of the site will be more difficult for the owners if the easement remains. This article authorizes the Selectmen to abandon the easement but it does not require them to do so if, for example, they are dissatisfied with the manner in which the deed restrictions are extended.

ARGUMENTS IN FAVOR: The deed restrictions will limit the height of buildings on the property. Exchanging a drainage easement it does not need for a valuable deed restriction is a reasonable transaction for the Town. If the article passes, the Town will gain tax revenues.

ARGUMENTS OPPOSED: The drainage easement may be valuable, and the Town should not abandon it until it knows why it was acquired.

RECOMMENDATION: The Finance Committee recommends approval of the article. Vote. 5-1.

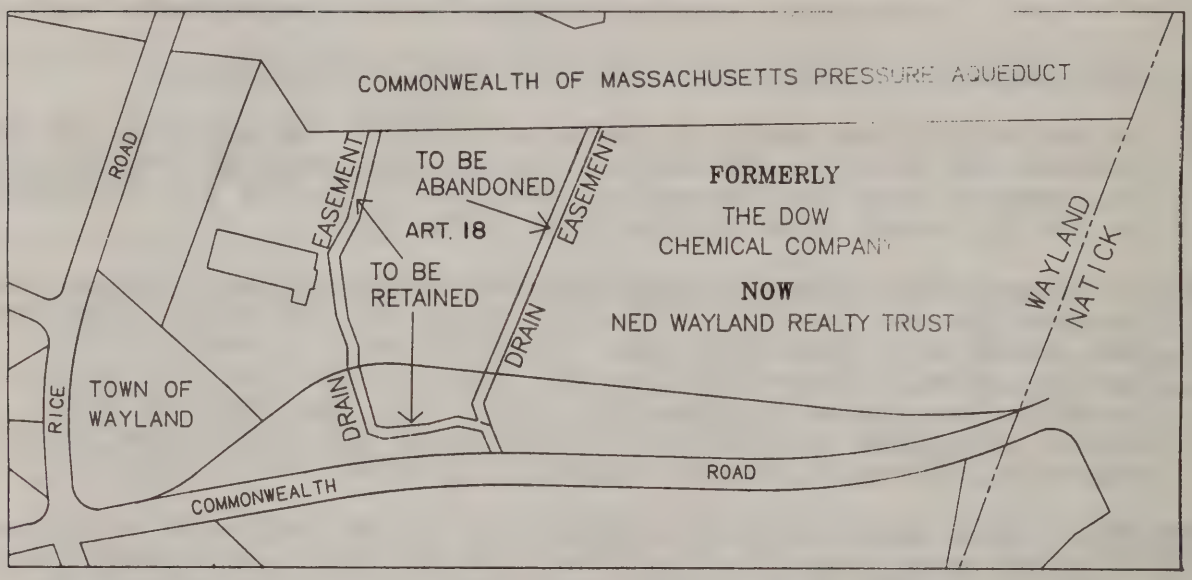
QUANTUM OF VOTE: (1) Two-thirds - see Massachusetts General Laws Chapter 40, Section 15A.

(2) Majority - see Massachusetts General Laws Chapter 40, Section 3.

(3) Majority.

(4) Majority.

(5) Majority.




ARTICLE 19. TERMS OF FINANCE COMMITTEE MEMBERS

Proposed by: Board of Selectmen

To determine whether the Town will vote to amend its General By-Laws by deleting Section 1 of Article 4, Finances, in its entirety, and inserting in its place and stead the following new Section 1:

"Section 1: There shall be a committee called the Finance Committee appointed by the Board of Selectmen as hereinafter provided. Such committee shall consist of seven registered voters who shall serve without pay and none of whom during his or her service on such committee shall hold regular elective or appointive Town office having to do with the expenditure of Town money. Members shall serve terms of three years, such that the terms of two or three members shall expire each year. Appointment to fill unexpired terms shall be made by the Board of Selectmen as vacancies occur."

FINANCE COMMITTEE COMMENTS: At the present time the Finance Committee members serve either two or three years and there are restrictions on the reappointment of members. This proposed Bylaw amendment would make all terms identical and remove reappointment restrictions. The present system causes confusion and impedes somewhat the recruitment of new members.

ARGUMENTS IN FAVOR: Adoption of this amendment will simplify the terms for Finance Committee members, remove term distinctions among members and facilitate recruitment of new members.

ARGUMENTS OPPOSED: The present system provides for membership rotation.

RECOMMENDATION: The Finance Committee recommends approval of this article. Vote. Unanimous.

QUANTUM OF VOTE: Majority - see Massachusetts General Laws Chapter 40, Section 21.

ARTICLE 20. CAPITAL PLANNING RESPONSIBILITY

Proposed by: Board of Selectmen

To determine whether the Town will vote to amend its General By-Laws by:

(a) deleting Section 2 of Article 4, Finance, in its entirety, and inserting in its place and stead the following new Section 2:

"Section 2: The Finance Committee shall prepare the omnibus operating budget of the Town and submit it at the annual town meeting. It shall also prepare and present to the annual town meeting a five-year capital improvement program for the Town, which shall include the construction and reconstruction of capital assets (such as municipal buildings, recreational facilities, roads and landfills) and acquisition of land, equipment and vehicles, and other personal property, and shall make recommendations to the appropriate authorities proposing such improvements."

(b) and by striking Article 28, Capital Planning Committee, in its entirety.

FINANCE COMMITTEE COMMENTS: This article seeks to accomplish two major objectives.

1. It removes the by-law requiring the appointment of a Capital Planning Committee to oversee capital planning by the Town. The town has not been successful in recruiting citizens to serve on the board, and the responsibilities of the Capital Planning Committee have already been absorbed by the Finance Committee. The proposed bylaw would codify the Finance Committee's role in capital planning.

2. Having permanently undertaken the task of capital planning, the Finance Committee would be required to submit to the Town annually a five-year capital improvement plan. This report would document the needs of each department for the five-year period and detail the expenditures or borrowing needed to meet those needs.

ARGUMENTS IN FAVOR: The Finance Committee is the most qualified and experienced board to handle capital planning. Since this has been the status quo for many years, it makes sense for the Committee to continue performing this function. A five-year capital improvement plan will help preserve the fiscal stability of the town, minimize the need for debt exclusions and allow departments to plan for the future in an orderly fashion.

ARGUMENTS OPPOSED: Capital Planning is a critical function that demands the full-time attention of an appointed board. The Finance Committee, with its responsibility to prepare the town's operating budget, may not have the time and resources needed to give capital

planning the proper attention. It might also be suggested that it is impossible to accurately project capital needs over a five-year period, and that the town would be better served by a plan of a shorter duration.

RECOMMENDATION: The Finance Committee recommends the approval of this article. Vote. Unanimous.

QUANTUM OF VOTE: Majority - see Massachusetts General Laws Chapter 40, Section 21.

ARTICLE 21. SETTING OF FEES

Proposed by: Board of Selectmen

To determine whether the Town will vote to accept the provisions of Massachusetts General Laws C.40, Section 22F.

FINANCE COMMITTEE COMMENT: State statutes limit some of the fees that towns can charge for licenses, permits, and services. For example, Wayland's fee for a Victualer's License is set at the state maximum of $25, although the actual cost of evaluating an application for a Victualer's License may be $100 or more. If Town Meeting accepts this provision of the 1992 State Budget, Wayland Boards will be able to set or increase fees for licenses, permits, and certificates, and for services performed, as long as the fees can be justified as "reasonable". No fees would be increased automatically; the Article simply allows Town Boards to increase fees if they believe it is appropriate to do so.

ARGUMENTS IN FAVOR: This article would permit the Town to increase its fee revenues, which are not subject to Proposition 2 1/2 limitations. Many fees are paid by people who are not Wayland residents, and since many fees are set below actual costs, this means that the taxpayers are subsidizing services provided to non-residents; this article would allow the Town to correct that situation.

ARGUMENTS OPPOSED: Wayland residents may pay more for some permits, licenses, certificates, and services.

RECOMMENDATION: The Finance Committee recommends approval of this article. Vote. Unanimous.

QUANTUM OF VOTE: Majority - see Massachusetts General Laws Chapter 40, Section 22F.

ARTICLE 22. DUDLEY POND REGULATIONS

Proposed by: Board of Selectmen

To determine whether the Town will vote to amend Article 32, Dudley Pond Rules and Regulations, of its General By-Laws by striking the existing paragraph 1.1 thereof in its entirety and inserting in its place and stead the following new paragraph 1.1:

"1.1 These Rules are adopted in order to promote the public health, safety, and welfare in the area of Dudley Pond. However, persons using Dudley Pond and adjacent Town property do so at their own risk. These Rules make no affirmation, whether expressed or implied, that the Town of Wayland protects and guarantees the safety, health, and welfare of the public using the Pond and adjacent Town property."

FINANCE COMMITTEE COMMENTS: The intent of this article is the protection of the Town from potential liability for accidents involving persons using Dudley Pond. The wording of the article has been approved by the Division of Law Enforcement and clarifies the fact that the Town's regulation of the use of Dudley Pond does not create any potential liability to persons using Dudley Pond.

RECOMMENDATION: The Finance Committee recommends approval of this article. Vote. Unanimous.

QUANTUM OF VOTE: Majority - see Massachusetts General Laws Chapter 40, Section 21.

ARTICLE 23. MODERATOR'S TERM OF OFFICE

Proposed by: Board of Selectmen

To determine whether the Town will vote to amend its General By-Laws by adding the following new Section to Article 1:

"Section 6: The moderator shall be chosen at an annual town election and shall serve for a term of three years."

FINANCE COMMITTEE COMMENTS: This article proposes increasing the Moderator's term of office from one year to three years.

ARGUMENTS IN FAVOR: A three-year term would allow the Moderator to take unpopular positions without fear of being voted out of office the next year. The relative security of a three-year term might encourage more candidates to run. The Moderator's job is not easy to learn, and a one-year term might result in a string of Moderators who never acquire the desirable level of experience. The Moderator is the only elected official with a one-year term; a three-year term would slightly reduce the workload of the Town Clerk and others involved in carrying out the elections.

ARGUMENTS OPPOSED: There have been few complaints about the present system. With a one-year term the voters have the option of removing a Moderator before the next Town Meeting if they are unhappy with his or her performance.

RECOMMENDATION: The Finance Committee recommends approval of this article. Vote. 5-1.

QUANTUM OF VOTE: Majority - see Massachusetts General Laws Chapter 40, Section 21.

ARTICLE 24. ELECTION DATE

Proposed by: Board of Selectmen

To determine whether the Town will vote to amend its General By-Laws by deleting the second sentence of Section 1, Article 1 in its entirety, and replacing it with the following new sentence:

"The election of Town officers and the determination of all matters placed on the official ballot at such election shall take place in March, April, or May."

FINANCE COMMITTEE COMMENTS: This article would change the date for Town elections from the present 2 to 7 days prior to Town Meeting, to a date to be selected from March 1 through May 31. Since Town Meeting must presently be held on a day in April, this change would then permit holding Town elections before or after Town Meeting.

ARGUMENTS IN FAVOR: This change provides greater flexibility in setting the election date. It allows voting on an override question after Town Meeting has considered the financial condition of the Town and voted the budget. If Town elections follow Town Meeting, then the Town's elected officials who have served during the preceding year will still be in office, providing more accountability at Town Meeting.

ARGUMENTS OPPOSED: A moveable election date could cause confusion among voters regarding when Town elections will actually be held year to year. The possibility also exists that candidates for office will use Town Meeting as a platform to advance their candidacy. If an override was passed at an election held after Town Meeting, a second Town Meeting would be necessary. This would cause considerable confusion and additional expense to the Town.

RECOMMENDATION: The Finance Committee recommends that the article not be approved. Vote. 6 to 1.

QUANTUM OF VOTE: Majority - see Massachusetts General Laws Chapter 40, Section 21.

ARTICLE 25. TRANSFER AND CONVEY CEDAR CREST ROAD PROPERTY

Proposed by: Board of Selectmen

To determine whether the Town will vote:

(a) to instruct the Park and Recreation Commission, with the approval of Town Counsel as to form, to transfer the care, custody, management, and control of all or a portion of a vacant parcel of land known as lot 840-842 on Cedar Crest Road, recorded as Plan 313 of 1975 in Book 12790, Page 743 in the Middlesex South Registry of Deeds, in Cambridge, Massachusetts to the Board of Selectmen;

(b) to authorize the Board of Selectmen, with the approval of Town Counsel as to form, to sell, convey and dispose of in accordance with Massachusetts General Laws, Chapter 30B, Section 16, for a sum of money not less than the fair market value, all or any portion of the above described parcel of land; and

(c) to transfer the proceeds derived from the sale of the above described land to the Housing Fund.

FINANCE COMMITTEE COMMENTS: This article would authorize the Selectmen to sell 6683-square foot parcel of land on Cedar Crest Road for its fair market value, and to transfer the proceeds to the Housing Fund. The Town has no use for the property. If purchased by one of the abutters it would make a non-conforming law conforming and might permit further construction on that lot.

ARGUMENTS IN FAVOR: Sale of this unneeded land would raise money for the Housing Fund. Under private ownership the land will generate tax revenues.

ARGUMENTS OPPOSED: The Town should hold on to all its land for green space. If the Town maintains ownership of the land its fair market value might increase.

RECOMMENDATION: The Finance Committee recommends approval of this article. Vote. Unanimous.

QUANTUM OF VOTE: (a) Two-thirds - see Massachusetts General Laws Chapter 40, Section 15A.

(b) Majority - see Massachusetts General Laws Chapter 40, Section 3.

(c) Majority.

ARTICLE 26. SITE PLAN APPROVAL

Proposed by: Planning Board

To determine whether the Town will vote to amend the Zoning By-Laws of the Town of Wayland by deleting Section X A, Site Plan Approval, in its entirety and inserting in its place the following new Section X A:

A. Site Plan Approval as a Prerequisite to Certain Actions

1. All business or commercial buildings in any district shall be constructed, reconstructed, altered, enlarged, or used, and the premises shall be used for a business or commercial purpose, only in conformity with a site plan approved pursuant to the requirements of this Section X A. No change in use of an existing building or lot shall be permitted, and no area for parking, loading, or vehicular access shall be established or substantially altered, unless a site plan has been submitted and approved pursuant to the requirements of this Section X A.

2. "Substantial alteration" to areas of parking, loading, or vehicular access shall mean a change in the layout or location of any parking area, an increase in area of more than three hundred (300) square feet, or any relocation, addition, or change in driveways. "Substantial alteration" shall not include re-surfacing of such areas unless such re-surfacing involves a change of surface material.

3. The Planning Board, or its agent, shall be authorized to approve certain changes in use that have been previously approved pursuant to site plan approval, but only in accordance with the published regulations for site plan approval, which shall include a "Table of Interchangeable Uses" clearly indicating such instances, and only after the applicant certifies in writing that the proposed use is interchangeable and that the change in use will continue to comply with the approved site plan and all other permits. All changes of use that are not interchangeable shall be approved by the Planning Board. Changes in use subject to both site plan approval and approval by the Zoning Board of Appeals shall be approved first by the Planning Board pursuant to this Subsection A and then by the Zoning Board of Appeals.

4. No person shall undertake any use, improvement, or activity that is subject to the requirements of this Section X A, or that is subject to a special permit pursuant to Section V(r) of these Zoning By-Laws, and the Zoning Board of Appeals shall take no action on any such proposed activity, unless a site plan approval has been issued for such proposed activity pursuant to the requirements of this Section X A and the published regulations for site plan

approval. Any application for any such proposed activity shall be considered incomplete until such site plan approval is finally issued. The Zoning Board of Appeals may amend or modify said site plan approval as part of its final action on said proposed activity provided it explains and justifies such amendments and modifications in writing to the Planning Board prior to taking such final action.

5. No person shall undertake any use, improvement, or activity that is subject to the requirements of this Section X A, and the Building Commissioner shall issue no building permits for any such proposed activity, unless a site plan approval has been issued for such proposed activity pursuant to the requirements of this Section X A. Any application for such building permit shall be considered incomplete until such site plan approval is finally issued.

6. No occupancy permit shall be issued by the Building Commissioner until the Planning Board has given its written approval that the premises subject to said permit and any associated off-site improvements conform to any site plan approval issued pursuant to the requirements of this Section X A, including any conditions imposed by said approval.

7. Notwithstanding Paragraph 6 above, a temporary occupancy permit may be issued by the Building Commissioner subject to the approval of the Planning Board, which shall attach conditions for completion of the work to said approval, one of which shall be a requirement for surety, in an amount and form to be determined by the Planning Board.

B. Submission Requirements

1. All plans shall be prepared by a registered architect, landscape architect, registered land surveyor, or registered professional engineer unless this requirement is specifically waived by the Planning Board pursuant to regulations for site plan approval published as required by this Section X A; and only if the use of such professionals is not necessary in the opinion of the Planning Board to make a decision that complies with the standards and criteria set forth in Subsection E, Review of Site Plans - Standards and Criteria, of this Section X A.

2. A prospective applicant may submit review copies of preliminary site plans only (not including formal application forms) to the Planning Board in quantities sufficient for distribution to relevant boards and departments. Such plans shall not constitute a formal application for site plan approval and need not be prepared by competent professionals as listed in Paragraph 1 above.

3. A complete application submission for site plan approval shall include all of the information and requirements set forth in the published regulations for site plan approval, and shall include, but not be limited to:

a. Site Plans. Site plans suitable for recording or registration, and showing all existing and proposed descriptive and physical features, such as: lot lines, easements, rights-of-way, and other such features and matters on record at the Middlesex County South District Registry of Deeds, or its Land Registration Office; natural land features (such as topographical data), manmade improvements (surface and sub-surface), including all structures, water courses, ponds, brooks, wetlands, flood plains, ditches, culverts, methods of handling surface and sub-surface drainage, and vehicular and pedestrian ways.

b. Evaluation of Impact on Water Resources. Such material and information as may be required, including measures proposed to prevent pollution of surface and ground water, erosion of soil, excessive run-off of precipitation, excessive raising or lowering of the water table, and flooding of other properties.

c. Evaluation of Impact on the Landscape. An explanation with sketches as needed, of design features intended to integrate the proposed new or altered buildings, structures, plantings, etc. into the existing landscape to preserve and enhance existing aesthetic assets of the site, and to screen objectionable features from neighbors.

d. Evaluation of Impact on Traffic. A complete, detailed traffic impact study, including, but not limited to the following information: (1) The projected number of motor vehicle trips to enter or depart from the site shall be estimated for an average day and for peak hours. (2) The projected traffic flow patterns for both vehicular and pedestrian traffic shall be described and related to the site plan, including vehicular movements at all intersections likely to be affected by the proposed activity. (3) The impact of this traffic upon existing streets shall be evaluated in relation to road capacities.

4. The Planning Board may waive or modify the requirements for submission listed in this Paragraph B based on an assessment of the scale and type of proposal submitted, but only if the Planning Board finds that the waiver is in the public interest, or that compliance is irrelevant to the project, and that the waiver is consistent with the purposes of these Zoning By-Laws and the regulations for site plan approval promulgated pursuant to requirements of this Section X A. Such waiver shall be issued in writing with supporting reasons.

C. Submission Procedure

1. An applicant desiring approval of a site plan under this Section X A shall obtain an application form and checklist from the Planning Board. An original and sufficient copies of the completed application form and the plans and supporting materials and information shall be submitted to the Planning Board in accordance with the regulations for site plan approval promulgated pursuant to the requirements of this Section X A. The Planning Board, or its agent, shall transmit a copy of all relevant application materials and plans to at least the following boards or departments: Board of Health, Conservation Commission, Highway Department, Fire/Police Departments, Board of Appeals, Building Department, Planning Board, and Water Department. The Planning Board may waive or alter this distribution requirement pursuant to its regulations for site plan approval if, in its opinion, the proposed activity is minor.

2. Each board or department receiving materials as required by Paragraph C.1. above may, within thirty (30) calendar days of the submission of the complete application and materials to the Planning Board, file with the Planning Board a written report recommending approval, approval with modifications or conditions, or disapproval, stating its reasons therefore. Failure of any such board or department to respond within said thirty (30) days shall be deemed lack of opposition to said application.

3. The Planning Board shall hold a public hearing pursuant to the procedures set forth in the published regulations for site plan approval, said hearing to occur within seven (7) calendar days after the expiration of the thirty (30) day review period required by Paragraph C.2. above. Said hearing shall be closed within twenty-eight (28) calendar days of its opening.

4. The Planning Board shall make a decision on the application and file notice of said decision with the Town Clerk within fourteen (14) calendar days after the close of the hearing on the application, or said application shall be deemed approved. The applicant may agree in writing to extend any of the deadlines within this Section X A, pursuant to the published regulations for site plan approval.

D. Review of Site Plan - Reasons for Disapproval

1. The Planning Board shall approve the application submission in the form submitted or with reasonable conditions based upon the standards and criteria set forth in Subsection E, Review of Site Plan - Standards and Criteria, of this Section X A, unless the Planning Board finds that:

a. The submission is incomplete (see Subsection B); or,

b. The imposition of reasonable conditions likely would not ensure that the proposed activity would conform to the standards and criteria set forth in Subsection E, Review of Site Plan - Standards and Criteria, of this Section X A; or,

c. The proposed activity does not comply with the Zoning By-Laws.

E. Review of Site Plan - Standards and Criteria

1. The Planning Board shall review the application submission and determine whether said submission is consistent with the standards and criteria listed herein. If the Planning Board finds that said standards and criteria have been met, and if the Planning Board does not make any of the findings set forth in Subsection D, Review of Site Plan - Reasons for Disapproval, of this Section X A, it shall approve the submission with or without conditions.

2. The standards and criteria are as follows:

a. The proposed activity shall be integrated into the existing terrain and surrounding landscape. Building sites shall to the extent feasible:

1. Minimize the use of wetlands, steep slopes, flood plains, and hilltops;

2. Preserve natural or historic features;

3. Maximize retention of open space;

4. Preserve scenic views from publicly accessible locations;

5. Minimize tree, vegetation, and soil removal, blasting and grade changes; and,

6. Screen objectionable features from neighboring properties and roadways.

b. The proposed activity shall include adequate water supply and sewage disposal systems. For proposed activities requiring sewage disposal systems, the application shall submit a complete design prepared and stamped by a registered professional engineer and containing all information required by the Board of Health to approve sewage disposal systems.

c. The proposed activity shall incorporate measures that are adequate to prevent pollution of surface water or groundwater; to minimize erosion and sedimentation; and to

prevent changes in groundwater levels, increased rates of run-off, and to minimize potential for flooding. Drainage shall be designed to maximize groundwater recharge, and to prevent any increase in the rate and volume of run-off at the site's perimeter.

d. To the extent feasible, the proposed activity shall minimize demands placed on the Town services and infrastructure.

e. The proposed activity shall provide safe vehicular and pedestrian movement within the site and to adjacent ways, including sidewalks, crosswalks, and the like.

f. Design of buildings, structures, and landscaping shall be in harmony with the prevailing character and scale of the neighborhood and the Town. Such design shall include the use of appropriate building materials, screening, and similar architectural techniques.

g. Electric, telephone, cable television, and all other utilities shall be placed underground except where such placement is physically or environmentally infeasible, in which case such utilities shall be screened.

h. Exposed storage areas, machinery, service areas, truck loading areas, utility buildings and structures, and similar unsightly buildings, structures, uses and activities shall be set back and/or screened to the extent feasible to protect neighbors from objectionable features.

i. To the extent feasible, proposed activities shall be designed in such a way as to minimize shadows on neighboring properties.

j. There shall be no unreasonable glare from lighting, whether direct or reflected, onto roads and other ways, into the night sky, or onto neighboring properties.

k. The proposed activity and site plan shall comply with the Zoning By-Laws and other relevant laws, by-laws, and regulations.

F. Administration

1. The Planning Board shall adopt, and may periodically amend, regulations for site plan approval, including regulations relating to the scope and format of reports required hereunder, as long as said regulations conform to this Section X A. The adoption or amendment of said regulations shall be after a public hearing to receive comments on the proposed or amended regulations. The public hearing shall be advertised twice in a newspaper of general local

circulation, the first advertisement to appear no less than fourteen (14) calendar days prior to the date of the public hearing. Adoption or amendment of said regulations shall be by majority vote of the Planning Board.

2. The Planning Board shall establish and periodically amend a schedule of fees for all applications under this Section X A. No application shall be considered complete unless accompanied by the required fees.

3. Any person aggrieved by a decision of the Planning Board may appeal such decision to the Zoning Board of Appeals.

4. Site plan approvals shall lapse if implementation of the proposal has not commenced within two years from the date of approval nor has been completed within five years from the date of approval. An extension of the time for said commencement may be granted for up to six months, while extensions of the time for said completion may be granted without limitation, both to be granted by the Planning Board in writing pursuant to the published regulations for site plan approval.

G. Revisions and Amendments

1. All requests for revisions to an approved site plan shall be submitted in writing to the Planning Board, which shall determine in writing whether said revisions are minor. The Planning Board may amend an approved site plan without a public hearing provided it determines in writing that the revisions are minor, do not significantly impact the public interest, and are consistent with the purpose of the Zoning By-Laws.

2. If such revisions are determined in writing to be not minor, then an application for revision shall be submitted to the Planning Board pursuant to relevant submission requirements of this Section X A and the published regulations for site plan approval.

3. Additional or revised material or information submitted subsequent to the submission of the original application for site plan approval, but prior to final issuance of said site plan approval, may be evaluated by the Planning Board for its impact upon the original submission and ongoing review. If the Planning Board determines that said subsequent submission significantly impacts the original submission or ongoing review, the submission shall be deemed a new submission subject to all the requirements of this Section X A, including a new public hearing.

PLANNING BOARD COMMENTS: The Planning Board held a public hearing

and conducted review prccesses that resulted in significant input and recommended changes to this article and continues to work to incorporate these changes into appropriate action for the Annual Town Meeting, and will report further on this article at the Town Meeting.

FINANCE COMMITTEE COMMENTS: Site Plan Approval is requested before any buildings can be constructed. The Article proposes that Site Plan Approval be dcne by the Planning Board rather than the Zoning Board of Appeals. The Planning Board would develop regulations for the Site Plan Approval process, and the regulations could be changed by a vcte of the Board after a public hearing. Present Zoning By-Laws require Site Plan Approval for all changes in use; this Article would authorize the Planning Board to develop a Table of Interchangeatle Uses. A transfer to another use allowed in the Table would not require Site Plan Approval.

ARGUMENTS IN FAVOR: Site Plan Approval in most nearby towns is done by the Planning Board. The Site Plan Approval process is similar to the Subdivision process, now carried out by the Planning Board. The Site Plan and Subdivision Regulations constitute a Plan for the Town; developers would have a written reference to consult. Regulations for Site Plan Approval should be a living document, easily changed (without Town Meeting).

ARGUMENTS OPPOSED: Since most applicants for Site Plan Approval also require Zoning Board approval for a Special Permit or a Variance, it is logistically easier for the Zoning Board of Appeals to grant Site Plan Approval along with other permits or variances, after considering the Planning Board's recommendation. The process described in the Article would require a great deal of time, and the Planning Board should be using its resources to update the Town's long-range plan, which was developed in the 1970's and has not been updated. The Table of Interchangeable Uses, which allows changes in use without Site Plan Approval, should be approved by a vote of the Town Meeting, and not be the Planning Board alone. Rather than the Planning Board of its agent, the Building Inspector (as the town's zoning enforcer) should interpret the Table of Interchangeable Uses. Many of the standards and criteria on which decisions would be based should be in the form of By-laws, to protect them from political pressure on an elected board.

RECOMMENDATION: The Finance Committee will make a recommendation at Town Meeting.

QUANTUM OF VOTE: Two-thirds - see Massachusetts General Laws Chapter 40A, Section 5.

ARTICLE 27. TRANSFER AND CONVEY DORAN ROAD PROPERTY

Proposed by: Board of Road Commissioners

To determine whether the Town will vote:

(a) to instruct the Board of Road Commissioners, with the approval of Town Counsel as to form, to transfer the care, custody, management and control of lot 1A containing 3,649 square feet, and the area shown as "Easement Area for Highway Purposes" containing 1945 square feet, retaining a drain easement shown as "15' Wide Drain Easement" containing 257 square feet, all as shown on a plan entitled "Plan of Land in Wayland, Mass. Property of Town of Wayland Scale 1"=30' January 6, 1992", prepared by Drake Associates, Inc., on file with the Town Clerk, to the Board of Selectmen for the purpose of conveying the fee or any lesser interest in said land; and

(b) to authorize the Board of Selectmen, with the approval of Town Counsel as to form, to convey and sell, in accordance with Massachusetts General Laws Chapter 30B, the fee or any lesser interest in the land described in paragraph (a) above.

FINANCE COMMITTEE COMMENTS: This article authorizes the Selectmen to effect the sale by bid but near the fair market value of a small parcel of Town land to an abutting landowner.

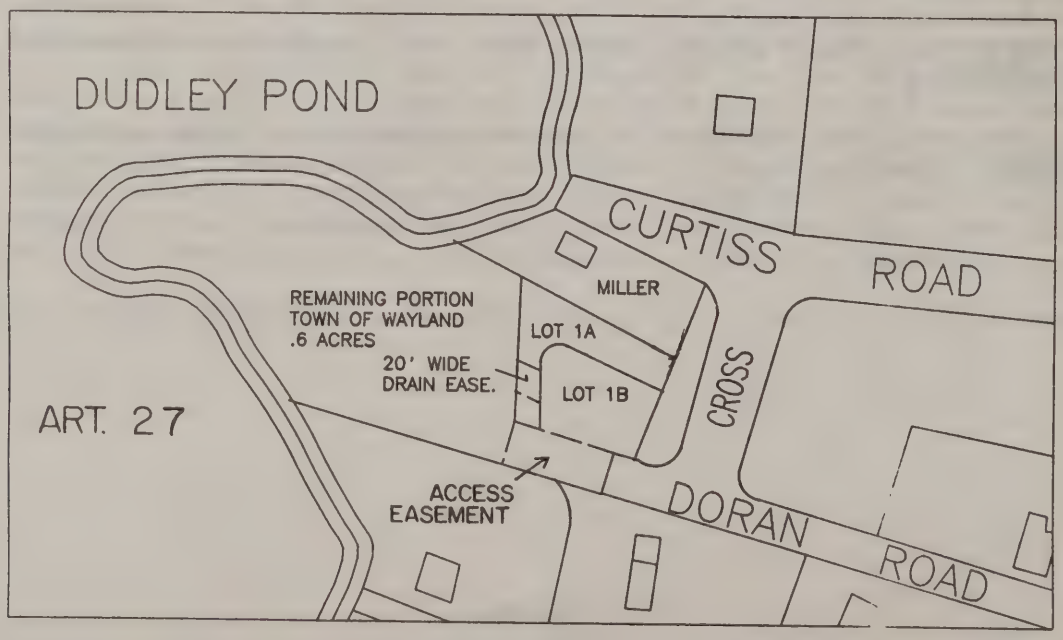
ARGUMENTS IN FAVOR: The sale raises money for the Town, returns the property to the tax base, and provides the abutter with ownership of the present access driveway.

ARGUMENTS OPPOSED: The property may have potential, but presently unrecognized, value to the Town.

RECOMMENDATION: The Finance Committee recommends approval of this article. Vote. Unanimous.

QUANTUM OF VOTE: (a) Two-thirds - see Massachusetts General Laws Chapter 40, Section 15A.

(b) Majority - see Massachusetts General Laws Chapter 40, Section 3.



ARTICLE 28. TRANSFER STONEBRIDGE ROAD PROPERTY

Proposed by: Park & Recreation Commission

To determine whether the Town will vote to instruct the Board of Selectmen and/or the Road Commissioners, with the approval of Town Counsel as to form, to transfer the care, custody, management and control of a parcel of land located off Stonebridge Road originally acquired by the Town for gravel pit and other Town purposes, totalling 5.8 acres, more or less, as shown on a plan entitled "Plan of Land in Wayland, Mass., off Stonebridge Road owned by the Town of Wayland, September 17, 1991 Scale 1"-100', Wayland Engineering Department" on file with the Town Clerk, to the Park & Recreation Commission for the purpose of constructing athletic fields and or passive recreation areas.

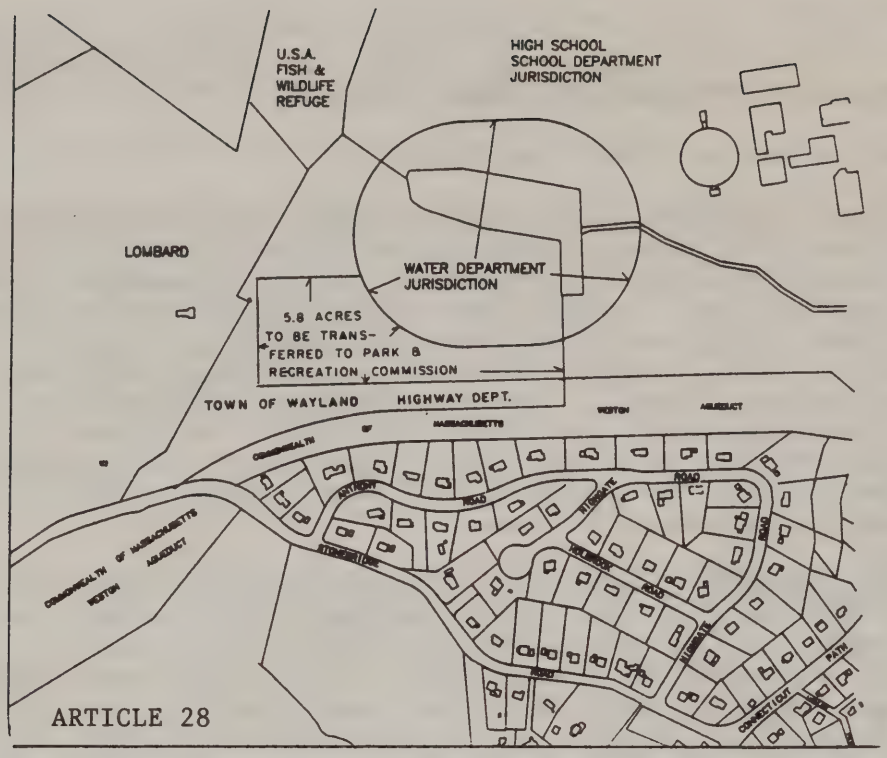
FINANCE COMMITTEE COMMENTS: Use of a portion of this parcel of land for ball fields would be an advantage for both the Park and Recreation Department and the School Department. At present, there are times when all existing ballfields are in use and more could be used if available. The ballfield would be developed and maintained by the Park and Recreation Department and paid for through donations or user fees; a parking lot already exists. If enough money is not raised for development, the area could be used for passive recreation.

ARGUMENTS IN FAVOR: Additional recreational space would be a major plus to the Town. No tax dollars will be needed to support this plan. Since the land is no longer needed as a gravel pit, it is time to convert it to other appropriate uses.

ARGUMENTS OPPOSED: Originally there was some concern that the proposed use might impact on the well field and might make unavailable a site that was formerly considered for low-income housing. These arguments are not as pertinent as originally thought. The well field is protected by an existing 400 foot radius, owned by the Town, and will be further protected if development of the ballfield does not lower the land below 128 feet. Concerning housing, the ballfield will not be developed on the site formerly proposed for housing, and it is unlikely that it would be used for that purpose in any event, precisely because of the proximity to the well field.

RECOMMENDATION: The Finance Committee recommends approval of this article. Vote. Unanimous.

QUANTUM OF VOTE: Two-thirds - see Massachusetts General Laws Chapter 40, Section 15A.




ARTICLE 29. RESCIND UNISSUED BORROWING AUTHORIZATIONS

Proposed by: Board of Selectmen

To determine whether the Town will vote to rescind the following portions of the following authorizations to borrow:

| Date Authorized | Purpose | Town Meeting Art. # | Original Amount Authorized | Amount of Borrowing Authorization To Be Rescinded |
|---|---|---|---|---|
| 03/13/72 | Conservation | 3 | $485,000.00 | $ 1,350.00 |
| 03/11/74 | School Happy Hollow | 15 | 950,000.00 | 50,000.00 |
| 05/04/82 | Highway Old Connecticut Path | 14 | 715,000.00 | 10,000.00 |
| 04/22/85 | Street Betterment | 16 | 120,000.00 | 120,000.00 |
| 04/11/85 | Equipment | 5 | 106,000.00 | 1,000.00 |
| 04/29/87 | Equipment | 5 | 365,600.00 | 600.00 |
| 04/28/88 | Equipment | 6 | 164,000.00 | 1,000.00 |
| 05/04/88 | Joint Communications Center Computer | 23 | 90,000.00 | 35,000.00 |

FINANCE COMMITTEE COMMENTS: These are the unused portions of previously authorized borrowings, which need to be rescinded in order to decrease authori- zations within established debt limits.

RECOMMENDATION: The Finance Committee recommends approval of the article. Vote. Unanimous.

QUANTUM OF VOTE: Majority.

ARTICLE 30. SELL OR TRADE VEHICLES AND EQUIPMENT

Proposed by: Board of Selectmen

To determine whether the Town will vote to authorize the Selectmen to sell or otherwise dispose of certain vehicles, equipment, or other personal property in connection with the purchase of new vehicles, equipment or otherwise.

FINANCE COMMITTEE COMMENTS: Authorization by a vote of the Town is necessary in order to sell, trade, or otherwise dispose of Town property valued at $200 or more. The following items are scheduled for disposal in FY93.

FIRE DEPARTMENT

One (1) 1986 Ford F150 Pick-Up Truck
One (1) 1984 Ford Crown Royal

HIGHWAY DEPARTMENT

One (1) 1977 John Deere Skid Steer Loader
One (1) 1974 I. R. Compressor
One (1) 1981 GMC Pick-Up Truck

PARK AND RECREATION DEPARTMENT

One (1) 1979 Smithco Line Painter/Infield Groomer

TOWN SURVEYOR

One (1) 1983 Chevrolet Van

SCHOOL DEPARTMENT

One (1) 1983 GMC School Bus

RECOMMENDATION: The Finance Committee recommends approval of this article. Vote. Unanimous.

QUANTUM OF VOTE: Majority.

ARTICLE 31. TRANSFER OF FUNDS

Proposed by: Board of Selectmen Estimated Cost: $120,000

To determine what sum, if any, the Town will transfer from available funds to meet any of the appropriations made under the foregoing Articles or any assessments levied by the Commonwealth of Massachusetts or Middlesex County.

FINANCE COMMITTEE COMMENTS: This Article will transfer $120,000 from Pension Reserve Fund to General Fund to pay a portion of the County Retirement Assessment.

RECOMMENDATION: The Finance Committee recommends approval of the article. Vote. Unanimous.

QUANTUM OF VOTE: Majority. See Massachusetts General Laws, Chapter 44, Section 33B.

**WARRANT FOR SPECIAL TOWN MEETING**

**COMMONWEALTH OF MASSACHUSETTS**

Middlesex, ss. Town of Wayland

* * * WARRANT * * *

To any of the Constables of the Town of Wayland,
Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify all residents of the Town of Wayland, who shall be qualified to vote in accord with the provisions of G. L. Chapter 51, Section 1, to meet in the Middle School Gymnasium on

MONDAY, MAY 4, 1992 AT 8:30 P.M.

or as soon thereafter as the Article then under discussion in the Annual Meeting is disposed of, then and there to act on the following Articles:

ARTICLE 1. ROADSIDE BUSINESS DISTRICT

Proposed by: Board of Appeals

To determine whether the Town will vote to amend its Zoning By-Laws as follows:

1. By deleting paragraphs 1, 1(a), 2, 2(a), and 2(b) of Section V A, Roadside Business Districts, as inserted under Article 6 of the 1991 Special Town Meeting, and by inserting in their place the following:

   1. Buildings and structures in a roadside business district may be constructed, reconstructed, altered, enlarged or used, and premises may be used for the following purposes and no others:

      (a) All uses permitted in residence districts, subject to the same conditions and permit requirements applicable in residence districts.

      (b) Restaurants or other eating places, but only in accordance with the provisions of Section VI 2 a) 3), and provided a special permit is obtained from the Board of Appeals in accordance with Section V(r).

      (c) Farm stands for sale of produce, provided a special permit is obtained from the Board of Appeals in accordance with Section V(r).

   2. By re-lettering paragraphs 3 and 4 as paragraphs 2 and 3.

   3. By rescinding the amendment to Section XIV, Table of Permitted Uses by Districts, made under Article 6 of the 1991 Special Town Meeting and by inserting in said Section XIV a footnote reading: See amendments to Section V A made by Article 1 of the 1992 Special Town Meeting.

FINANCE COMMITTEE COMMENTS: This article proposed by the Board of Appeals, will amend the Roadside Business District bylaw which was amended at the previous Special Town Meeting. This change will correct what the Board of Appeals believes is an oversight in the drafting of the previous amendment.

The Roadside Business District bylaw as it emerged from the 1991 Special Town meeting permitted, as of right, uses which are permitted as of right in residence districts but did not permit, even with a special permit, those uses allowed in residence districts with a special permit. This amendment will remedy that omission.

The article will also provide more legally precise instructions for amending the Table of Permitted Uses by Districts, by requiring the insertion of a footnote in the Table.

ARGUMENTS IN FAVOR: This will set right a minor oversight in the amendment made at the previous Special Town Meeting.

ARGUMENTS OPPOSED: Uses permitted in a residence district with a special permit should not be allowed in a Roadside Business District.

RECOMMENDATION: The Finance Committee recommends approval of this article. Vote. Unanimous.

QUANTUM OF VOTE: Two-thirds - see Massachusetts General Laws Chapter 40A, Section 5.

ARTICLE 2. ASSOCIATE MEMBERS OF THE BOARD OF APPEALS

Proposed by: Board of Appeals

To determine whether the Town will vote to amend its Zoning By-laws by striking the existing paragraph (a) of Section X thereof in its entirety and inserting in its place the following:

> "(a) A Board of Appeals of three members and three associate members to be appointed by the Board of Selectmen is hereby created under the provisions of Chapter 40A of the General Laws, as amended. Associate members may be designated by the Chairman of the Board of Appeals to sit on the Board whenever there is a vacancy on the board or a member is absent, unable to act, has a conflict of interest of declines to sit, for whatever reason. The Board of Appeals shall have all the powers provided in Chapter 40A, as amended, and further powers as follows:"

BOARD OF APPEALS COMMENTS: The only change made by this article is to add the second sentence, listing the reasons for designating an associate member to sit on the Board. These are the same as those specified by the State Zoning Law, with one addition -- when a member "declines to sit, for whatever reason." Members may decline to sit for ethical or personal reasons where there would be no violation of the State conflict of interest law. For instance, members decline to sit where the applicant is a business competitor or a potential competitor. Members may also, and in fact do, decline to sit simply to permit associates to sit. This is highly desirable for a number of reasons. In any event, if a regular member declines to sit there is no alternative but to designate an associate.

FINANCE COMMITTEE COMMENTS: This article amends the Zoning By-Laws by adding language that will extend the circumstances under which members may decline to sit. State law limits the membership of the Board of Appeals to three. By establishing associate members the effective size of the Board has been increased. The State Zoning law defines certain conditions under which associate members may sit. This bylaw amendment adds to those conditions with the phrase "...or declines to sit, for whatever reason."

Members may decline to sit for ethical or personal reasons where there would be no violation of State conflict of interest law. Members may also decline to sit simply to permit associate members to sit. In addition to the above benefits it gives the associates experience and spreads the workload of the Board. This amendment makes clear that a member need not be absent from the meeting in order for an associate to sit. This amendment does not address the issue of predetermining the composition of the Board of Appeals independent of a prior determination of a member's ability or intention to sit.

ARGUMENTS IN FAVOR: This amendment will make clear in the Bylaw what has been held by the Board to be permitted right along. It is a practice which gives content to the job of an associate member as well as experience. The ability to spread the workload among the associates in the face of a limitation of three regular members makes the appointment more livable for all members.

ARGUMENTS OPPOSED: It is possible that the outcome of a Board of Appeals decision might, in some cases, be affected by the composition of the Board hearing the case. By being able to selectively absent oneself from a case, a member might be able to affect the outcome.

RECOMMENDATION: The Finance Committee recommends approval of this article. Vote. 6-0-1.

QUANTUM OF VOTE: Two-thirds - see Massachusetts General Laws Chapter 40A, Section 5.

ARTICLE 3. AMEND ZONING BY-LAWS. NEW BUILDING LOTS

Proposed by: Board of Appeals

To determine whether the Town will vote to amend Section IX (e) of the Zoning By-laws by deleting, in the four places in which they appear, the words "Any building lot hereafter laid out" and substituting therefor the words "The lot on which a dwelling is hereafter erected".

FINANCE COMMITTEE COMMENTS: This article is concerned with a clarification of language of Section IX (e) of the Zoning Bylaws. It brings the language of Section (e) in line with that of Sections (f) and (g). Section IX (e), (f) and (g) each prescribe the minimum area and frontage for new building lots. Section (f) and (g) state that "No dwelling shall hereafter be erected" unless that lot contains the minimum area and frontage permitted in that district. Section (e) reads, "Any building lot hereafter laid out" shall contain the minimum area and frontage permitted in that district. Both phrases have the same meaning but the wording of (e) might mislead some to believe that they can build on a substandard lot if it is shown on a plan made before zoning was adopted.

ARGUMENTS IN FAVOR: This change will result in a bylaw having one less point of confusion.

ARGUMENTS OPPOSED: No arguments have been found opposing this article.

RECOMMENDATION: The Finance Committee recommends approval of this article. Vote. Unanimous.

QUANTUM OF VOTE: Two-thirds - see Massachusetts General Laws Chapter 40A, Section 5.

ARTICLE 4. AMEND ZONING BY-LAWS. GOVERNMENT TAKINGS

Proposed by: Board of Appeals

To determine whether the Town will vote to amend Section IV H of its Zoning By-laws by adding after the word "Whenever" the following words:

> "land is taken by or conveyed to a governmental authority having the power of eminent domain or".

FINANCE COMMITTEE COMMENTS: Section IV H of our Zoning By-Laws currently provides protection for lots that are made non-conforming by the creation, widening or relation of a road. This article would provide similar protection for lots made non-conforming by reason of the acquisition of land by a governmental agency, such as the U.S. Fish and Wildlife Service.

ARGUMENTS IN FAVOR: This article would extend protection to lots made non-conforming due to government takings.

ARGUMENTS OPPOSED: The Finance Committee is not aware of any.

RECOMMENDATION: The Finance Committee recommends approval of this article. Vote. Unanimous.

QUANTUM OF VOTE: Two-thirds - see Massachusetts General Laws Chapter 40A, Section 5.

ARTICLE 5. ADOPT C.138, S.126 M OF ACTS OF 1991

Proposed by: Board of Assessors

To determine whether the Town will vote pursuant to Chapter 138, Section 126 of the Acts of 1991 to adopt a maximum qualifying annual gross receipts amount of $40,000.00 for the purposes specified in clause forty-first A of section 5 of Chapter 59 of the General Laws effective July 1, 1992.

FINANCE COMMITTEE COMMENT: Adoption of this section will extend eligibility for participation in the property tax deferral program to qualifying residents 65 years of age or older having qualifying income up to $40,000. The present income limit is $20,000.

ARGUMENTS IN FAVOR: Provides relief to some citizens at no income loss to the Town.

ARGUMENTS OPPOSED: Town may have some current revenues deferred indefinitely.

RECOMMENDATION: The Finance Committee recommends approval of this article. Vote. Unanimous.

QUANTUM OF VOTE: Majority - see Chapter 138, Section 126 of the Acts of 1991.

## G Schedule

| GRADE | Step1 | Step2 | Step3 | Step4 | Step5 | Step6 | Step7 | Step8 | Step9 | Step10 | Step11 | Step12 | Step13 | Step14 | Step15 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| G 7 | 52,293 | 53,413 | 54,534 | 55,654 | 56,775 | 57,896 | 59,016 | 60,137 | 61,257 | 62,378 | 63,498 | 64,619 | 65,739 | 66,860 | 67,981 |
| G 6 | 47,975 | 49,003 | 50,031 | 51,059 | 52,087 | 53,115 | 54,143 | 55,171 | 56,199 | 57,227 | 58,255 | 59,283 | 60,311 | 61,340 | 62,368 |
| G 5 | 44,014 | 44,957 | 45,900 | 46,843 | 47,786 | 48,730 | 49,673 | 50,616 | 51,559 | 52,502 | 53,445 | 54,388 | 55,332 | 56,275 | 57,218 |
| G 4 | 40,380 | 41,245 | 42,110 | 42,975 | 43,841 | 44,706 | 45,571 | 46,437 | 47,302 | 48,167 | 49,032 | 49,898 | 50,763 | 51,628 | 52,494 |
| G 3 | 37,046 | 37,839 | 38,633 | 39,427 | 40,221 | 41,015 | 41,809 | 42,602 | 43,396 | 44,190 | 44,984 | 45,778 | 46,572 | 47,365 | 48,159 |
| G 2 | 33,987 | 34,715 | 35,443 | 36,172 | 36,900 | 37,628 | 38,356 | 39,085 | 39,813 | 40,541 | 41,270 | 41,998 | 42,726 | 43,454 | 44,183 |
| G 1 | 31,180 | 31,849 | 32,517 | 33,185 | 33,853 | 34,521 | 35,189 | 35,858 | 36,526 | 37,194 | 37,862 | 38,530 | 39,198 | 39,866 | 40,535 |

## S-G Schedule

| GRADE | Step1 | Step2 | Step3 | Step4 | Step5 | Step6 | Step7 | Step8 | Step9 | Step10 | Step11 | Step12 | Step13 | Step14 | Step15 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| S-G 7 | 30,804 | 31,464 | 32,124 | 32,784 | 33,444 | 34,104 | 34,764 | 35,424 | 36,084 | 36,744 | 37,404 | 38,065 | 38,725 | 39,385 | 40,045 |
| S-G 6 | 28,522 | 29,133 | 29,744 | 30,355 | 30,967 | 31,578 | 32,189 | 32,800 | 33,411 | 34,023 | 34,634 | 35,245 | 35,856 | 36,467 | 37,078 |
| S-G 5 | 26,409 | 26,975 | 27,541 | 28,107 | 28,673 | 29,239 | 29,805 | 30,371 | 30,936 | 31,502 | 32,068 | 32,634 | 33,200 | 33,766 | 34,332 |
| S-G 4 | 24,453 | 24,977 | 25,501 | 26,025 | 26,549 | 27,073 | 27,597 | 28,121 | 28,645 | 29,169 | 29,693 | 30,217 | 30,741 | 31,265 | 31,789 |
| S-G 3 | 22,642 | 23,127 | 23,612 | 24,097 | 24,582 | 25,068 | 25,553 | 26,038 | 26,523 | 27,008 | 27,493 | 27,979 | 28,464 | 28,949 | 29,434 |
| S-G 2 | 20,964 | 21,414 | 21,863 | 22,312 | 22,761 | 23,211 | 23,660 | 24,109 | 24,558 | 25,008 | 25,457 | 25,906 | 26,355 | 26,805 | 27,254 |
| S-G 1 | 19,412 | 19,828 | 20,243 | 20,659 | 21,075 | 21,491 | 21,907 | 22,323 | 22,739 | 23,155 | 23,571 | 23,987 | 24,403 | 24,819 | 25,235 |

## APPENDIX B

Listed below are existing Town and Zoning By-laws, which pertain to the special meeting articles indicated. The text of existing Town By-laws is presented below. Length precludes printing of all affected Zoning By-laws, in this warrant. They are available for review, however, at the Zoning Office, Town Clerk's Office or Executive Secretary's Office.

| ATM ARTICLE | TOWN/ZONING BY-LAW TO BE AMENDED |
|---|---|
| 8 | Article 4 Section 3 Town By-laws |
| 16 | Article VII A (d) Zoning By-laws |
| 17 | Article VII A (a)(2) Zoning By-laws |
| 19 | Article 4 Section 1 Town By-laws |
| 20 | Article 4 Section 2, Article 28, Town By-laws |
| 22 | Article 32 Section 1.1, Town By-laws |
| 24 | Article 1 Section 1, Town By-laws |
| 26 | Article XA, Zoning By-laws |

| STM ARTICLE | |
|---|---|
| 1 | Article VA Sections 1, 1(a), 2, 2(a), 2(b), Zoning By-laws |
| 2 | Article X(a), Zoning By-laws |
| 3 | Article IX(e), Zoning By-laws |
| 4 | Article IV H, Zoning By-laws |

### TEXT OF EXISTING TOWN BY-LAWS

### ATM ARTICLE 8

ARTICLE 4 SECTION 3.
The Board of Selectmen, after drawing a warrant for a town meeting, shall immediately forward a copy thereof to each member of said Finance Committee, which shall consider all articles in the warrant and make such report, in print or otherwise, to the town meeting as it deems for the best of the town. The Committee shall also make an annual report which shall be published as part of the annual Town Report and which shall include recommendations for appropriations for the ensuing year, a budget, and such further recommendations regarding the finances of the Town and action in regard thereto as seems to such committee to be necessary and appropriate.

However, if the Finance Committee's report on any article exceeds thirty words in length, excepting an article which requests approval of the Town's itemized, omnibus operating budget for the ensuing fiscal year, then that report on said article shall conclude with summary of reasons favoring the article that was considered by the Finance Committee in its deliberations, and a separate summary of reasons disfavoring the article that was considered by the Finance Committee in its deliberations.

**ATM ARTICLE 17**

ZONING BY-LAW ARTICLE VII A(a)(2)

(2) Research laboratories, offices, warehouses, facilities for distributing merchandise, and light manufacturing, all to be subject to the approval of the Board of Appeals in accordance with the provisions of Section V (r).

**ATM ARTICLE 19**

ARTICLE 4 SECTION 1
There shall be a committee called the Finance Committee appointed by the Board of Selectmen as hereinafter provided. Such committee shall consist of seven registered voters who shall serve without pay and none of whom during his service on such committee shall hold regular elective or appointive town office having to do with the expenditure of town money. Five members of such committee shall be appointed to serve for terms of three years. Two members of such committee shall be appointed to serve for terms of two years. No person appointed to a full two-year term shall upon the expiration of that term be eligible for appointment to succeed himself in such two-year term.

**ATM ARTICLE 20**

ARTICLE 4 SECTION 2
The Board of Selectmen, not later than December first of each year, shall appoint to serve for a term of three years one or two members of the Finance Committee as shall be necessary to fill the vacancy or vacancies caused by expiration of three-year terms, and shall appoint to serve for a term of two years one member of the Finance Committee to fill the vacancy caused by the expiration of a two-year term. Appointment to fill unexpired terms shall be made by the Board of Selectmen as vacancies occur.

ARTICLE 28 SECTION 1
There shall be a committee with five members called the Capital Planning Committee to be appointed by the Board of Selectmen as hereinafter provided. The committee members shall serve without pay and none during his or her service on such committee shall hold regular elective or appointive Town office having to do with the expenditure of Town money. Each member shall be appointed to serve a term of three years, except that the initial appointments made in fiscal year 1987 shall include two for a term of two years and two for a term of one year.

SECTION 2
The Board of Selectmen, not later than July first of each year, shall appoint members as shall be necessary due to the expiration of terms. Appointment to fill unexpired terms shall be made by the Selectmen as vacancies occur.

SECTION 3
The committee shall annually review the capital improvement program and proposals for the construction of municipal buildings, and for acquisition of land or personal property, and shall made recommendations to the appropriate bodies proposing such action and to the Finance Committee and the Board of Selectmen. The committee shall draft and present to Annual Town Meeting a capital plan which shall be printed in the Warrant.

SECTION 4
During the year, the committee shall also undertake studies requested by the Finance Committee and the Board of Selectmen concerning specific capital expenditures, programs, or plans and give its findings to the requesting bodies.

**ATM ARTICLE 22**

ARTICLE 32 SECTION 1.1
These Rules are adopted in order to ensure the public health, safety, and welfare in the area of Dudley Pond.

**ATM ARTICLE 24**

ARTICLE 1 SECTION 1
The annual town meeting shall commence on a day in April ordered by the Selectmen. The election of town officers and the determination of all matters placed on the official ballot at such election shall take place within seven days, but no less than two days, before the annual town meeting. In addition to the warrant required by G.L. chapter 39, section 9A, the Selectmen shall cause notice of the time and place(s) of each annual town meeting and election to be published in a newspaper of general circulation in Wayland no later than the date fixed by them for the closing of the warrant pursuant to Section 3 below.

**STM ARTICLE 1**

ZONING BY-LAW SECTION VA p. 1, 1(a), 2, 2(a), 2(b)

SECTION V A ROADSIDE BUSINESS DISTRICTS

1. Uses Permitted as of Right. Buildings and structures in a Roadside Business District may be constructed, reconstructed, altered, enlarged, or used, and the premises may be used, for the following purposes and no others, subject to the provisions of Section X A, Site Plan Approval, of these by-laws:

(a) Any use permitted in a Residence District.

2. Uses Available by Special Permit. Buildings and structures in a Roadside Business District may be constructed, reconstructed, altered, enlarged, or used, and premises may be used, for the following purposes and no others, subject to the provisions of Section X A, Site

Plan Approval, of these by-laws, and provided that a permit is obtained from the Board of Appeals in accordance with Section V(r) of these by-laws:

(a) Restaurants and other eating places, but only in accord with the provisions of Section VI 2 (a)(3) of these by-laws.

(b) Farm stands for sale of produce.

**STM ARTICLE 4**

ZONING BY-LAW ARTICLE IV, H

Whenever a street is created, widened or relocated any then existing lot shown on a plan or described in a deed recorded in the Registry of Deeds which conformed or was considered to conform to the area and frontage requirements before but not thereafter shall be considered to conform; and any existing structure which was in compliance with regulations respecting location before but not thereafter shall be considered to be in compliance. This subsection shall not be applicable if the street was a private way and the land on which it was created, widened or relocated was owned by the owner of the lot or structure affected.

* * * * * * * * * *

You are required to serve this Warrant by posting copies thereof, attested by you, at the Town Building, at the Public Library in Wayland Center, at the Cochituate Fire Station, and at the Happy Hollow School, and by mailing or delivering a copy thereof addressed to each residence in the Town, seven days at least, before the time appointed for the Annual Meeting and fourteen days, at least, before the time appointed for the Special Meeting.

Hereof, fail not and deliver this Warrant with your return thereon to the Town Clerk on or before April 14, 1992.

Given under our hands and seals this 13th day of April, 1992.

George H. Harris, Chairman
Dennis J. Berry, Vice Chairman
Marcia P. Crowley
Dorothy M. Harrington
Iryna W. Priester

Selectmen of the
Town of Wayland

Donald M. Tucker, Chairman
Alfred H. Bellows
Sema M. Faigen
Donald S. Keller
Walter F. Pope
Robert A. Salsberg
Jane S. Stabile

Finance Committee

* * * * * * * * * *

You are required to serve this warrant by posting copies thereof, attested by you, at the Town Building, at the Post Office at Wayland Center, at the Constitution Park Bryant, and at the Happy Hollow School, and by mailing or delivering a copy thereof as prescribed in each instance in the Town, seven days at least, before the time appointed for the Annual Meeting, and Town Election, at least, before the time appointed for the Special Meeting.

Hereof, fail not and deliver this Warrant with your return thereon to the Town Clerk on or before April 14, 1987.

Given under our hands and seals this 13th day of April, 1987.

George H. Uhlig, Jr., Chairman
Dennis J. Barry, Vice Chairman
Marcia V. Crowley
Dorothy M. Harrington
Sigrun M. Kilgoran

Selectmen of the
Town of Wayland

Thomas H. Uhlig, Chairman
Allan R. Williams
Ann C. Tolman
Donald E. Ash, Jr.
Walter F. Cupp
Kenneth D. Delphey
John G. Kistler

Alternate Constables

## TOWN MEETING PROCEDURES

Town Meeting functions best when all voters are familiar with its rules of procedure. A summary of those rules appears in the document "Some Pertinent Information about Wayland's Town Meeting Procedures," prepared by the Moderator. It may be obtained from the Selectmen's office or at the Town Meeting.

## QUANTUM OF VOTE

The quantum of vote is specified in the warrant for each article.

For those articles involving appropriations which are anticipated to be provided by taxation or from available funds or transferred funds previously appropriated for another purpose, a majority quantum of vote is indicated. For articles which are anticipated to be funded by borrowing, a two-thirds quantum of vote is indicated.

Certain articles request the action of Town Meeting under its general legislative powers (i.e., to hear and accept reports, to appoint a committee, to adopt a resolution or "sense of the meeting" vote, etc.), and in such cases no particular statute is referenced. Town Counsel has advised that, as a matter of common-law precedent in Massachusetts, such matters are to be decided by a majority vote.

TOWN OF WAYLAND
*Board of Selectmen*
41 COCHITUATE ROAD
WAYLAND, MA 01778

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